UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

INFORMATION SEARCH STRATEGY

RESEARCH AND INFORMATION SERVICES DIVISION
Perpustakaan Sultan Abdul Samad
Universiti Putra Malaysia
2020

OUTLINE

INTRODUCTION

- OBJECTIVES

INFORMATION SEARCH STRATEGY

- BASIC SEARCH STRATEGY IN 7 STEPS

INFORMATION TOOLS/ SOURCES @ PSAS

- SCOPUS
- INCITES JCR
- UPM IR, e-THESES, SUBJECT GUIDE etc

Our objectives

Students will be able to :

Find relevant Information

- You analyse your research topic
- You identify terms to use in a database search for relevant articles
- You develop an effective search to find useful references

Save Time

- You plan your searching and avoid hours of trial and error surfing
- You have identified relevant resources instead of relying only on internet search engines

Make good use of what the library has to offer

- You are aware of the range of resources that support your subject
- You have knowledge of useful services e.g. Inter-library loans
- You know how to contact your librarian

Develop your Skills

- You enhance IT skills though search techniques
- You critically evaluate information from different sources

What makes a good topic

It is a new topic

There is enough information on the subject-– presearch to what you think about the subject and what you need to know.

It is focused enough that you are not overwhelmed with too much information. Common ways to limit a topic are: by geographic region, by culture, by time frame, by discipline, by population group.

The topic is interesting to you

BASIC SEARCH STRATEGY IN 7 STEPS

1. Analyse your topic
2. Create a search strategy
3. Choose relevant search tool(s)
4. Search needed information
5. Evaluate result
6. Get the materials
7. Evaluate materials and your sources

Understand the scope of the topic and what its related subject area

Brainstorm the topic :
Find definition and identify main concepts / keywords to describe your topic

Keywords

✓ Keywords are significant words (usually nouns or noun phrases) which can be used as search terms in online catalogues or databases.

EXAMPLES OF THE TOPIC

A study of plant genetics and breeding

fppt.com

IDENTIFYING KEYWORDS, SYNONYMS AND RELATED TERMS

Topic

A study of plant genetics and breeding

Concepts/ Keywords

- **Plant**
- **Genetics**
- **Breeding**

- Determine whether there are **synonyms, related terms, or other variations** of the keywords that should be included.
- Make a list of useful keywords

Encyclopedia
provide information that is general, but brief. They provide an excellent place to start research.

Dictionary
A reference book containing an alphabetical list of words, with information given for each word, usually including meaning, pronunciation, and etymology.

Thesaurus
A book of synonyms, often including related and contrasting words and antonyms.

IDENTIFYING KEYWORDS/ CONCEPTS, SYNONYMS AND RELATED TERMS

Topic

A study of plant genetics and breeding

Concepts/ Keywords

Plant

Genetics

Breeding

Synonyms/ Related Terms

Plant
- organism, greenery, herb, seedling, tree

Genetic
- heredity, inherited, genealogical, inborn, genital, biogenetic, inbred

Breeding
- procreate, propagate, produce, ancestry

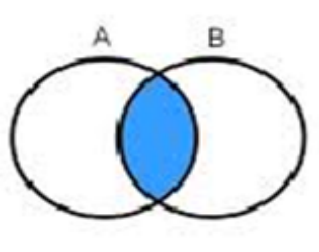
- Determine which words you are using first
- Determine which **search features/ techniques** may apply, including :

i. **Boolean Operator**
ii. **Phrase Searching**
iii. **Truncation**
iv. **Wildcard**

(I) BOOLEAN OPERATORS : logical search operators that allow you to narrow or broaden search

AND

A
Genetic

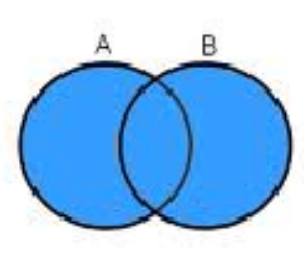


B
Breeding

Narrows a search: Each result contains all search terms

OR

A
Genetic



B
Heredity

Broadens a search: Each result contains at least one search term

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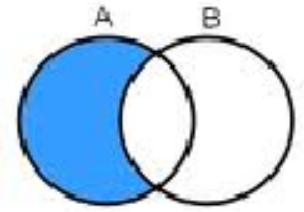
NOT

A
Plant



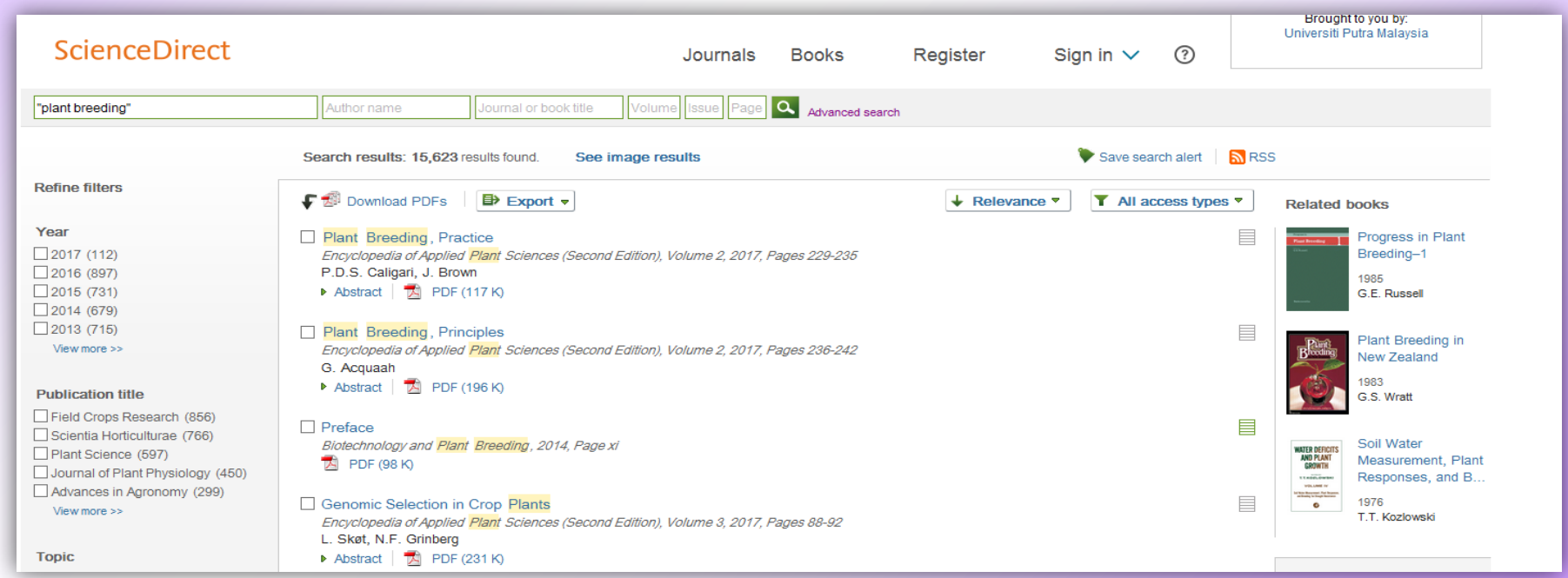
B
Tree

Narrows a search: Results do not contain the specified terms

(II) PHRASE SEARCHING : Exact matches on words within a phrase search (with double quotes) get a higher relevancy boost over the same words in non-phrase searches (without double quotes).

Example:

- **“plant genetic”**
- **“plant breeding”**
- **“John smith”**



(III)TRUNCATION: place a symbol at the end of the word

Truncation is a searching technique used in databases in which a word ending is replaced by a symbol. Frequently used truncation symbols include the **asterisk (*),** a **question mark (?)** or a **dollar sign ($).**

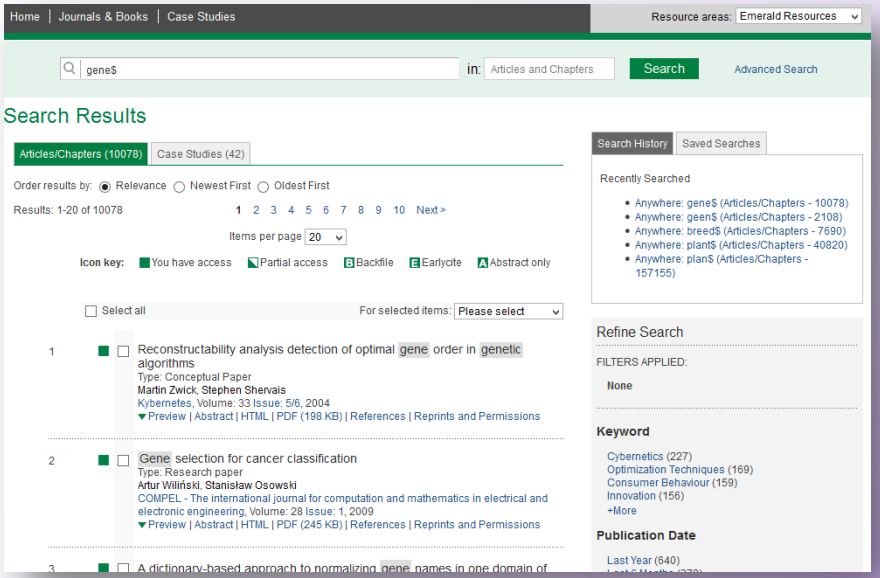
Truncation enables different forms of a word to searched for simultaneously, and will increase the number of search results found.

Examples:

- gene$ will search for results containing;
  - ✓ **gene, genes, genetic.**
- Bio* will search for results containing;
  - ✓ **biology, bionic, biosynthesis, biophysical**

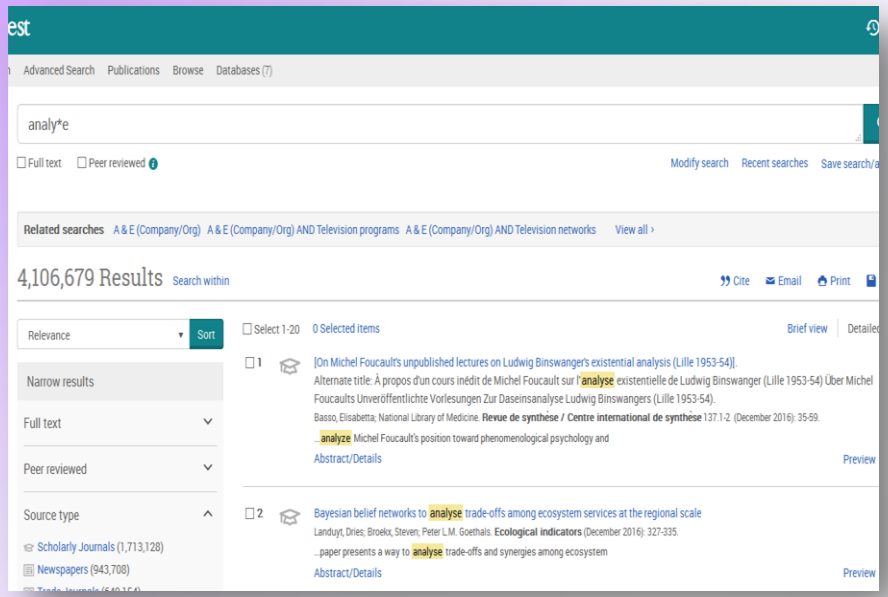
IMPORTANT!

Must be careful - you might get valid/ invalid results



Different databases use different truncation symbols so it is important to check the database 'Help' information or 'Search Tips' for details about which symbol to use.

(IV) WILDCARDS: place a symbol within a word



Different databases use different truncation symbols so it is important to check the database 'Help' information or 'Search Tips' for details about which symbol to use.

Wildcards are symbols used in database search to represent a letter or letters in a word.

Find variation of spelling (singular/ plural)

Find variation of language spelling (American/ British)

Frequently used wildcard symbols include the **question mark (?)**, the **pound/hatch symbol (#)** or the **asterisk (*).**

Examples:

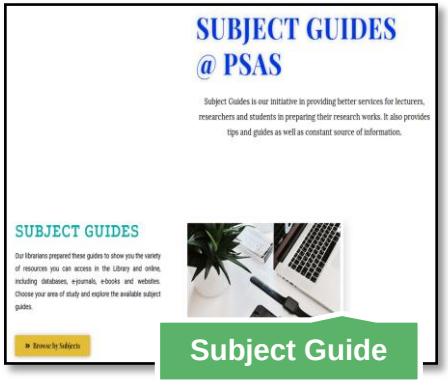
- Analy*e will search for results containing the words;
  - ✓ **analyze, analyse (s,z)**
- Wom?n will search for results containing;
  - ✓ **women, woman (e, a)**

1. ANALYSE YOUR TOPIC | 2. CREATE A SEARCH STRATEGY | **3. CHOOSE RELEVANT SEARCH TOOL(S** | 4. SEARCH NEEDED INFORMATION | 5. EVALUATE RESULT | 6. GET THE MATERIALS | 7. EVALUATE MATERIALS & YOUR SOURCES

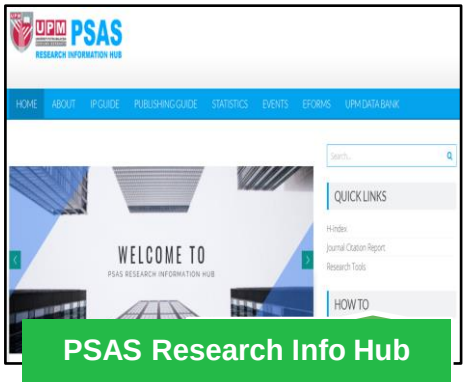
Searching tools & information sources @ PSAS

Library Website

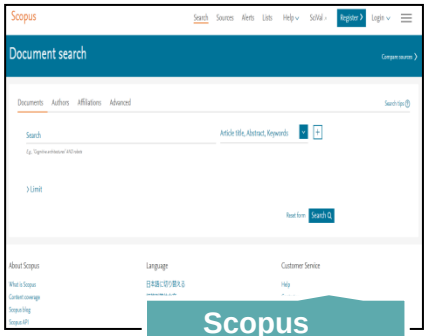
WebOPAC



Subject Guide



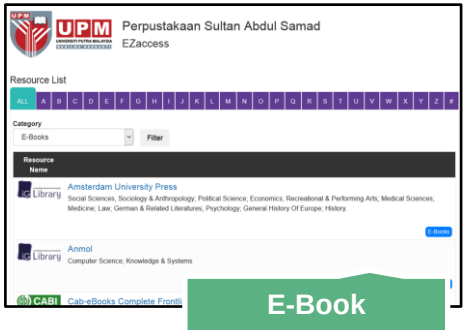
PSAS Research Info Hub



Scopus

MyAgric

Online Database



E-Book

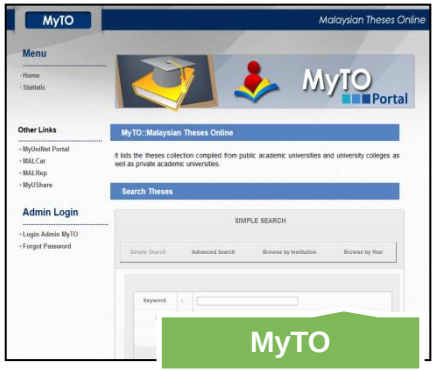
Incite JCR

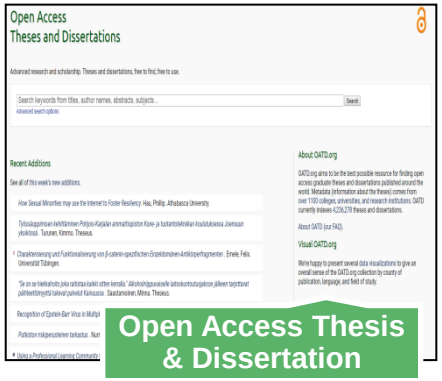
UPM IR

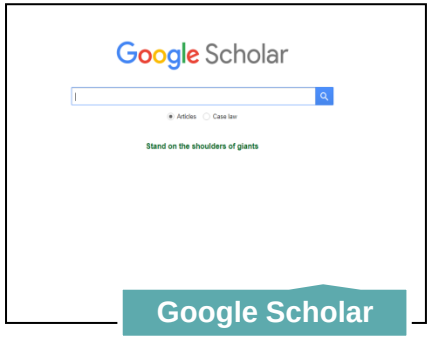
UPM Thesis

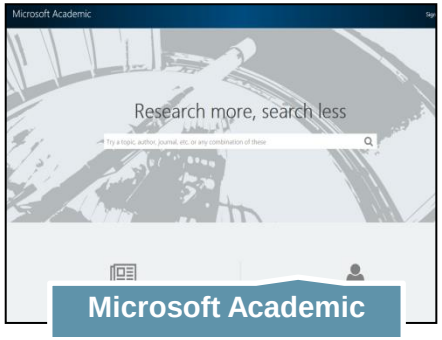
UPM Data Bank

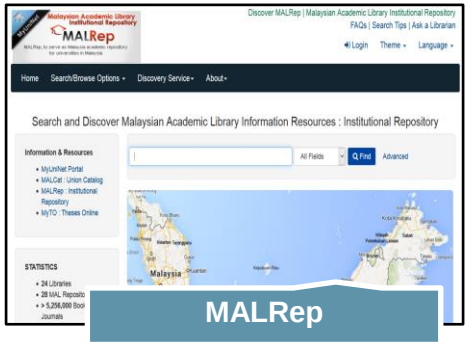
More searching tools & open access @ Malaysia/ World

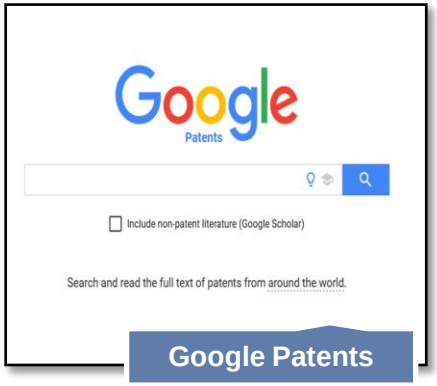


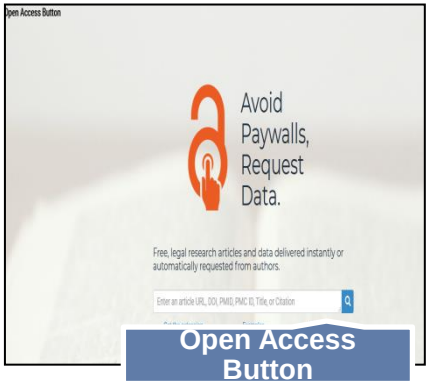


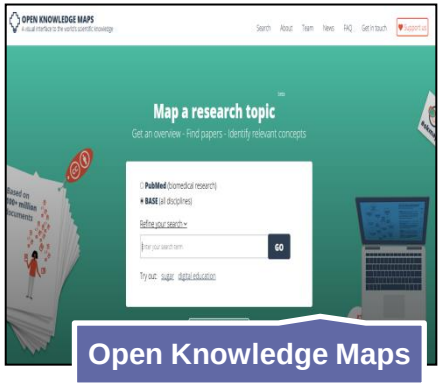


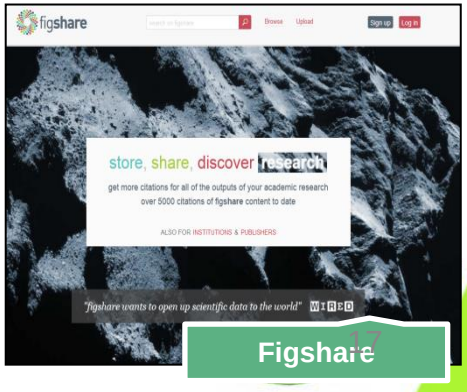












What do you need?	Searching Tools	What will you get?
Printed Materials	Library WebOPAC	Book, Journal, Article, Thesis, Newspaper, etc. in printed format
Online Materials	Platform: Scopus Online Databases, E-Book	All the material in online format (you can download the full text article)
Citation Indexed Journal (CIJ)	Incites JCR, Scopus	Impact factor, Journal ranking, Quartile

Start searching the information

REMEMBER : The databases that you access via the library are all quality controlled

Evaluate the results of your search → ask yourself:

Did you find what you expected to find?

Do the results have the quality you want?

Are they useful for your paper?

Is the amount right for the length of the paper and the time you have?

If you have found full text articles via our online databases,UPM IR, UPM eTheses

→ **Download**

If you have found printed Books / theses / project papers via our WebOPAC

→ **Borrow;**
●Book : Self-Check Machine / Circulation Counter, 1st Floor, Block A

●Thesis / Project Paper : Circulation Counter , 2nd Floor, Block B (4 hours)

If you have not found full text articles, printed books / theses via search tools

→ **Borrow/Get from other university :**

USE DOCUMENT DELIVERY SERVICE

Evaluate the content of the materials and sources :

Accuracy

up to date, factual, comprehensive

Support

listed sources, contact information

Reasonableness

fair, balanced,objective

Authority/Credibility

author's credentials, known or respect authority, indexed in Scopus and Incites JCR

ADDITIONAL NOTES :

Citing your information sources will avoid plagiarism and respect the Intellectual Property and Copyright issues

- USE A REFERENCE MANAGEMENT TOOL
  - to cite and to construct list of references

- USE SIMILARITY CHECKER
  - to avoid plagiarism

YOU'VE GOT QUESTIONS WE'VE GOT ANSWERS

Thank
you