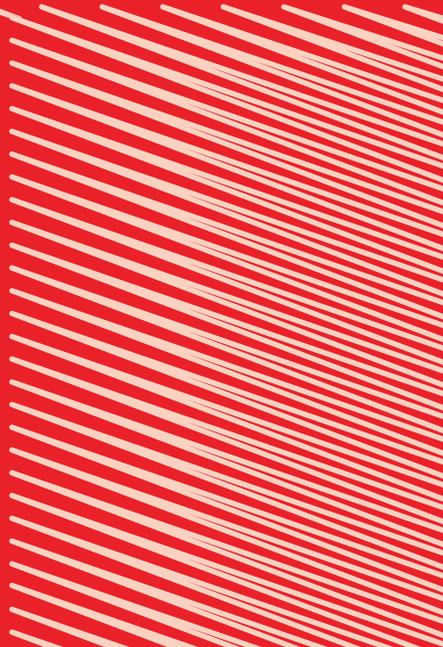


# Research on the Internet

An Access Guide to Academic Information

Academic Information Literacy Section,  
Information Technology Center,  
The University of Tokyo



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※ *In this guide 'UT' means 'University of Tokyo'.*

# **Research on the Internet : Always at your fingertips**

The use of the Internet and online databases to gather materials for study or research has become an ordinary task, made considerably more convenient by the rapid spread of information and communication technology.

This guide is meant to provide useful information to all persons affiliated with The University of Tokyo on the use of online resources to collect academic information, and strategies to improve the efficiency of their work.

*Research on the Internet* is composed of three sections and an appendix.

The first section is a summary of fundamental concepts needed to gather information through the Internet.

The second part introduces a number of important tools, including databases, to gather information and reference materials online.

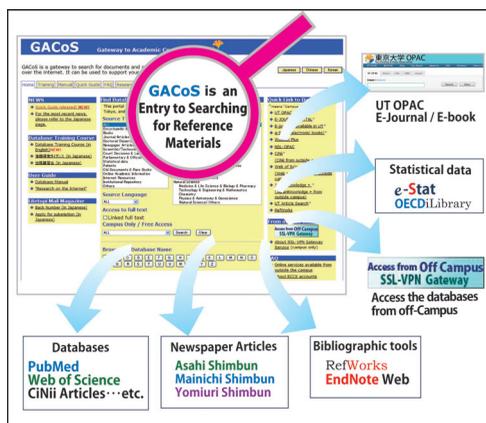
The third section focuses on the use of electronic journals and other online materials, and explains how to include citations and bibliographical lists in actual dissertations.

Finally, a number of appendixes provide complementary information such as tips on how to perform online searches.

This one compact volume provides knowledge on everything from gathering information on the internet to submitting articles to journals.

Having the information contained *Research on the Internet* at your fingertips should prove to be a valuable resource in study and research.

March 2012



Databases available for use at the University of Tokyo can be accessed via GACoS.



## Part 1 : About Computers, the Internet, and Online Academic Information

### Using computers at the University of Tokyo

University campuses are linked to a computer system managed by the Information Technology Center: the ECCS (Educational Campuswide Computing System). The system is accessible to all students, teachers and personnel affiliated with the UT.

#### Obtaining an ECCS account

An account (username and password) is required to access ECCS terminals.

First-year undergraduate students are automatically provided with an account after attending an orientation lecture.

Other students are required to attend an information session organized by the Information Technology Center in order to apply for a new account.

The sessions are held in the Fukutake Hall on Hongo Campus, and the Information Education Bldg. on Komaba Campus.

In the case of faculty or staff, a new application for use must be submitted.

Please refer to the ECCS homepage for more details on information sessions and some informations.

#### Connecting your own PC to the network

In addition to ECCS terminals, account holders can connect their own computers to the Internet through the University of Tokyo's campus network, UTMNet.

The computers can access UTMNet using either wired or wireless connections.

##### 1. Wired connections

Personal computers can be physically connected to any of the information sockets located on campus (note: users must carry their own LAN cable).

##### 2. Wireless connections

Computers equipped with a wireless card can access the network if they are within range of a wireless relay station.

An additional online registration is necessary to access wireless services. Please read the terms and conditions for use carefully before registering.



Things you can do with your ECCS account

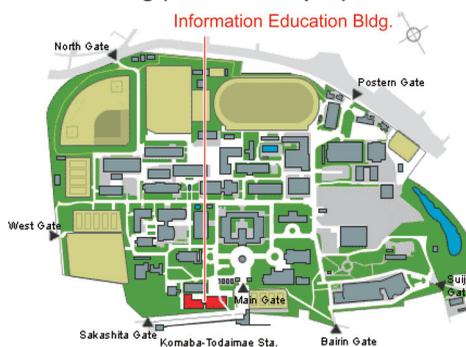
- Using ECCS terminals
- Using your own PC to the network
- Access from off-campus

## Location of ECCS terminals

### ■ Information Technology Center (Hongo Campus, Asano Section)



### ■ Information Education Building (Komaba Campus)



### ■ Other locations:

General Library  
 Komaba Library  
 Kashiwa Library  
 Center for Japanese Language Education  
 Faculty of Law & Letters Bldg.1 (1F),  
     PC Room  
 Faculty of Engineering Bldg. 6 (2F) 200  
 Faculty of Law & Letters Bldg.2 (1F),  
     Student Lounge  
 Faculty of Law & Letters Bldg.1 (1F) 111  
 Faculty of Science Bldg.1 (3F) 317  
 Faculty of Agriculture Bldg. 7B (1F) 133  
 Library of Faculty of Agriculture. (3F) PC  
     Room2  
 Economics Research Bldg. (1F) 101,  
     (4F) 407  
 Faculty of Education (2F) 261  
 Pharmaceutical Library (4F)

- **ECCS general information:**  
<http://www.ecc.u-tokyo.ac.jp/>
- **ECCS User's Guide:**  
<http://www.ecc.u-tokyo.ac.jp/guide/current/>
- **Wireless access registration:**  
<https://secure.ecc.u-tokyo.ac.jp/wlan.html>
- **User Support:**  
[ecc-support@ecc.u-tokyo.ac.jp](mailto:ecc-support@ecc.u-tokyo.ac.jp)  
**(Hongo Campus) Tel: 03-5841-3004**  
**(Komaba Campus) Tel: 03-5454-6140**



## Netiquette (basic principles)

Here is a list of acts that violate conventional network manners, also referred to as “Netiquette.” These points are particularly important when posting information online.

- accessing computers or networks without proper authorization
- damaging, altering or deleting data stored by a third party on a network or computer, spreading computer viruses
- posting obscene comments, pictures or recordings online
- threatening people
- engaging in other types of unlawful conduct, including violating privacy, slander, discriminatory or otherwise offensive acts

## Netiquette (copyright issues)

Most of the information available online (database contents, e-journals, web page contents including images and graphics) is subject to copyright, in the same way as the books and journals held by libraries.

The following acts are prohibited:

- posting information found online on a personal web page or dissertation without proper attribution
- the unauthorized publication of commercial contents (music, game software, magazines pictures, etc.)
- copying and using software acquired by a third party

More information is available on:

- **Information Security for Citizens (Ministry of Internal Affairs and Communications)**

[http://www.soumu.go.jp/main\\_sosiki/joho\\_tsusin/security/](http://www.soumu.go.jp/main_sosiki/joho_tsusin/security/)

- **the IAjapan homepage**

<http://www.iajapan.org/rule/>

## Netiquette (information security)

In a world of interconnected computers and networks, information security is a responsibility shared by every user.

### 1. Usernames and passwords

In order to protect online information, access rights are managed on an individual basis through the attribution of usernames and passwords. The following rules apply to the protection of these access rights:

- never lend or tell your username and password
- do not choose an obvious password
- change your password regularly

### 2. Protection against computer viruses

The term “virus” designates a variety of programs designed to inflict damage or cause annoying effects. The following measures are necessary to prevent your computer from being infected and becoming a relay for viruses:

- do not open suspicious email attachments
- do not execute programs of unknown origin
- install antivirus software and keep it regularly updated
- backup important data regularly

# Categories of Academic Information

Documents come in different types and forms. Being familiar with the different categories of academic information is a valuable asset that leads to a smooth gathering process.

## Document Categories

### ■ Academic Journals

Journals are published at regular intervals, and usually organized into sets of issue and volume numbers. An increasing number of journals is also being published in electronic format (e-journals). Because journals feature different articles and contributors, queries for a given material must include specific information on issue/volume numbers, page numbers, etc.

### ■ Books

Compared to academic journals, books tend to include a more digested, comprehensive type of information.

A “new” or “enlarged” edition indicates that the original version was revised and/or expanded, a process that can be repeated several times over the years. A reprint refers to a new issue of the book, without any changes to its contents.

Users are reminded that new editions and reprints are not distinctively separated; materials can be classified as 'reprints' even when there are changes in contents.

### ■ Doctorial Dissertations

Dissertations written to obtain an advanced degree are usually stored by the university where the degree was obtained, or by a specialized institution. They may also be published in a book or journal, although an increasing number of universities are making dissertations available online. (refer to 'Institutional Repositories' on p.33)

### ■ Newspapers

Newspapers exist on a number of different levels (regional, national, international). The contents of a given issue, particu-

larly the appearance of a last-minute article, often depends on the place or precise time of publication. Recently, many newspapers have made their articles available online.

### ■ Statistical Data

Statistical data is produced by a large number of actors, including national or regional administrations, citizen groups, business corporation, researchers, etc. Data may appear in a book or journal, but a growing number of institutions publish their results on dedicated Internet sites.

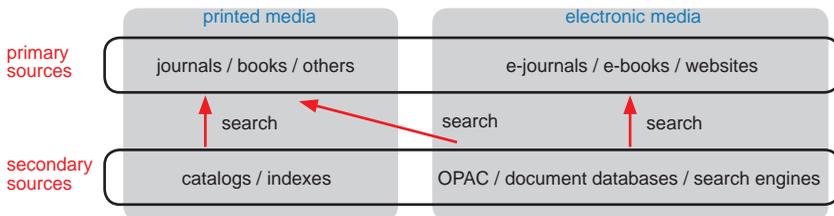
### ■ Technical Reports

Technical reports are an important type of document within the scientific community, whereby technical information and scientific can be shared publicly. Each report carries a specific number, which identifies the publishing entity. Technical reports are increasingly made available through the Internet.

### ■ Conference/Meeting Proceedings

This type of document, also considered important among the scientific community, carries information on the contents of a particular academic meeting or conference. Proceedings may also be published in serial form or as a special edition of an academic journal.





Of course there are many other categories of documents, carrying information on patents, court or legal decisions, conferences, maps, ancient manuscripts, etc.

### primary sources / secondary sources

The concept of “primary source” refers to documents carrying primary materials (monographs, articles, statistical data, etc.), i.e. the foundation bricks of scientific knowledge. On the other hand, “secondary sources” carry information to identify or locate primary materials.

Mastering the use of the different kinds of secondary sources is an essential step toward effectiveness in the search for reference documents.

### printed media / electronic media

In recent years, the amount of information published in electronic format has grown tremendously. This does not mean, however, that any type of information is available through a computer. It is therefore important to become familiar with both printed and electronic media, and the advantages they offer.

The advent of e-books and e-journals has made it possible to consult materials directly on a computer screen. A growing number of primary documents (statistics, court decisions, laws, etc.) are available online.

Electronic secondary sources are also on the rise. One of the first tools available electronically was OPAC (Online Public

Access Catalog), an upgraded version of the traditional library card with powerful search functions. A great number of primary documents located through an electronic search tool are still available in printed format only (for example, a book located with OPAC).

On the other hand, search results may also lead to a document in electronic format, for example an article published in an e-journal. The tremendous growth in documents available in electronic format is spurring a more integrated search process, whereby the search leads to the consultation of relevant documents on the same computer screen.

The availability of electronic documents is often conditioned by access fees and agreements between the provider and the user (in our case, UT). As a consequence, a large number of services can only be accessed from within the university campus.

### Judging Information

After introducing several categories of documents in this section, here is a word on the importance of determining the value and relevance of information.

Experience in a particular field makes things easier, but the fundamental attitude when facing information remains the same: always keep a critical eye. Ask yourself *who* published the information; *when*; with *what purpose*; on whose *behalf*, etc.

## Learning about online document databases

Databases may present different characteristics in terms of search rules and functions, but their fundamental structure does not vary. Acquiring basic knowledge about online searches makes it easier to use a database for the first time.

### About databases

The term “database” refers to a collection of information arranged in a systematic way, from which specific data can be searched and retrieved.

Databases exist everywhere in our everyday life, and are routinely used to sort information on mobile phones (address book), bank ATMs, car navigation systems, online search engines, etc.

From this perspective, it is easy to understand that databases are built for a particular purpose. On the user end, we turn to specific databases to respond to specific needs.

In the case of academic research, OPAC (Online Public Access Catalog) is routinely used to locate materials within the library collection. Journal articles, on the other hand, can be searched using a document database that stores information on published articles.

Every database stores information systematically, each piece of data corresponding to a specific field.

A *general* search will cover all the data across every available field of information. But databases are particularly useful when it comes to isolating or specifying the type of information one is looking for.



### Some fundamental aspects

The following points are particularly important when using a database for the first time.

Knowing precisely the extent of data covered by a database is crucial, not only to understand whether the desired information can be located or not, but also to interpret search results correctly.

#### ■ disciplines

Some databases include information on all academic fields, while others focus on a particular area.

#### ■ range or scope

The user should be aware of the chronological span covered by a given database, whether its data is limited to a specific country or not, whether academic fields are covered comprehensively or separately, etc.

#### ■ Help function

All databases come with a *help function* that typically presents basic information on how to enter search keywords, accompanied by specific examples. Checking the help section is a good way to avoid using a wrong search method, and to become familiar with the database’s main functions.

#### ■ search screens

In addition to a *basic search* screen, most databases provide an *advanced search* screen – which allows the user to define search terms more precisely.

## Choosing the database

Finding the database that suits your needs is the first important step.

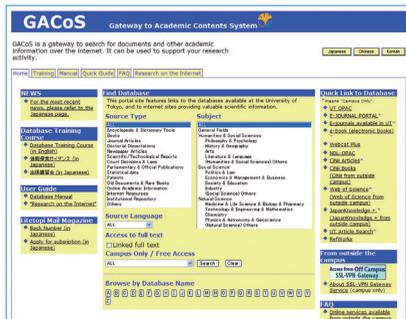
**GACoS (Gateway to Academic Contents System)** is a website created by the Information Technology Center to present all the databases and online sources of information available at UT.

The GACoS portal site provides exactly the right environment to explore the entire range of academic resources available online. It covers almost every database available at UT, arranged by document type, field, and database name. In short, it is the perfect tool to identify the right source of information.

GACoS also features information on database training courses, as well as education materials on information literacy. (see p.36~37) Don't forget to bookmark the site, and use it frequently!

### GACoS

<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>



## How to access databases from off-campus



In this guide,  this mark indicates that those with an ECCS account may use the SSL-VPN Gateway Service to access the database from home, or any other off-campus location.

For more information, please access the following link from on-campus: [http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service\\_e.html](http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service_e.html)

## Open Access Database

There is also a databases containing materials published by public institutions, or data openly available to the public for free. No special administrative procedures are needed to use these resources, and access to such materials can also take place outside campus. (Refer to p.33 'About Open Access' for more information)

Specific information on the types of database available for use can be retrieved from 'Using Online Academic Databases' following p.17.

## Keywords and logical operators

Keywords and logical operators are fundamental elements of a database search. Their correct use allows the user to pinpoint relevant information accurately.

## keywords

When using keywords freely, remember to take into account possible synonyms, singular and plural forms, superordinate and subordinate concepts, spelling variations, etc.

Some databases include a thesaurus, used to organize different types of related keywords into a single uniform query. This method is referred to as "controlled vocabulary."

In some cases, a unique code or num-

ber attached to a specific document can be used to pinpoint a material accurately within a database. The ISBN (International Standard Book Number) for books and ISSN (International Standard Serial Number) for journals are classic examples.

### ■ truncated keywords

Incomplete or truncated keywords can be used in combination with symbols referred to as “wildcards” ( \* or ?, for example) to include possible variants.

Symbols vary according to each database, but they usually cover prefix, infix and suffix-matching categories (see p.35).

### ■ Boolean operators

Boolean (or “Logical”) operators are used to determine the relation between several keywords in a given field.

The three fundamental relations are AND, OR, and NOT (see p.34).

Please be aware that the symbols used to express logical operations differ according to each database.

## Search results

After a search is launched, it is necessary to review the search results in order to determine whether they include relevant information or not.

Some databases provide additional functions to sort or filter search results.

The next step is the acquisition of relevant data. Frequent options include printing the list of results, downloading and saving them as a file, sending the results by email, or exporting them to bibliographic tools (see p.31).

## Databases are not the only option

Databases are extremely convenient tools, but they are not the only means of locating relevant documents.

Here is a list of other possible tools, which offer different types of advantages:

■ secondary sources on *printed media*

■ *bibliographies* attached to articles

■ *visual browsing* of journal contents or documents on library shelves

## What is the point of your search?

It is important to determine precisely the type of information you are looking for in order to avoid getting lost before the huge amounts of available information.

### Writing a dissertation

A typical dissertation includes the following elements:

- title, author name and affiliation
- summary
- main text (issue, thesis, arguments)
- notes, bibliography, citations

A dissertation must provide the reader with an organized thesis on a specific subject, based on logical arguments. However, the contents do not depend on the author's past experiences or imagination.

They are based on specific information, such as:

- fundamental knowledge about the subject of inquiry
- the inclusion of past scholarship and current research trends
- the precise location of the dissertation within academic research
- data backing up the arguments advanced in the thesis



### General process

Now, let us take a look at the types of information needed at every step of the process.

#### ■ choosing a subject

The first important step is to define a precise area of research within which you will develop your thesis. You will need to present and expose your own interpretation of a specific problem. It is therefore important to steer away from general abstractions, and from topics too large to accommodate concrete and specific observations.

At this stage, the best way to start gathering information is through the consultation of encyclopedias or specialized dictionaries (which lead to associated concepts and ideas), and introductory monographs. Online searches may include the identification of potential sources of information.

The next step is to identify a number of fundamental documents by using keywords, titles and author names that came up in your initial reading.

At this stage, you may start to use the fundamental knowledge you acquired to define the limits of your inquiry, while taking into account past and current trends in research.

Rather than read acquired documents in depth, it is better to focus on the broad lines of their contents in order to define a specific subject.

#### ■ itemizing the structure

The clear definition of the subject should be followed by an early enumeration of the main points covered by the dissertation.

The main idea here is to avoid the pos-

sibility of losing focus while scanning for relevant information among the documents, or drifting toward a different subject.

Another useful strategy is the subdivision of main elements of the problem into smaller parts. Assigning precise objectives to each sub-element will clarify the overall approach and allow you to develop a progressive line of ideas.

### ■ locating specific information

Now that a general plan has been laid out and each structural element is clearly defined, you are able to determine exactly the type of information you need to obtain in order to complete your thesis.

At this stage, you must reach beyond introductory sources and include specialized information (references to academic articles, statistical data, newspaper, etc.).

You will find most of the information and reference documents you need at the library, where all kinds of documents were stored over decades. Bear in mind that materials found outside the university can be obtained through Inter-Library Loan services.

### ■ writing

Once the necessary information is secured (reference documents, results from an experiment or survey, etc.), you can move on to writing the core of your dissertation by incorporating all the details into the pre-determined structure.

Clearly provide citation information for all elements taken from other theses or articles, and make it easy for the reader to identify your ideas and those put forward by other researchers.

Please refer to p.30 for more information on the important process of attribution.

## Reading methods

### ■ random reading

Before the process of writing actually starts, reading all kinds of materials in a non-systematic way is a good method to amass knowledge for your thesis and to gather different types of documents.

### ■ speed-reading

The idea of speed-reading is to focus on the essential aspects of a document without trying to understand all its implications in depth, for example in order to scan it for potentially useful information.

### ■ thorough reading

A more careful and in-depth approach becomes necessary if a given document is the subject of your thesis, if you use it to demonstrate an argument, or if you are attempting to refute its ideas.

## A cyclic process

None of the steps reviewed above can be completed at once. As you move forward, you may become aware of the need to locate additional information, or to rethink the structure of your dissertation. This cyclic process can be repeated several times.

Of course, additional relevant information may appear in a new article, hence the need to continuously check recent materials.

E-journals allow registered users to customize a number of automated alerts, which provide email notice when a new material matching specific criteria is published.

## Part 2 : Searching for Information Online

### Using Search Engines

Search engines such as Yahoo! or Google have become an ordinary part of our everyday lives. They allow us to locate the information we need among the masses of data available on the Internet.

#### About Search Engines

Search engines are systems designed to filter and sort information published on Internet sites. Queries are usually executed using keywords or by choosing a category of information.

Search engines can be roughly divided into two categories: *directories*, which are created manually and contain information on websites divided into categories; search *robots*, which crawl across the web and systematically gather information.

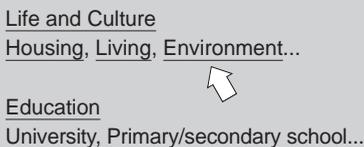
For a certain period of time, Yahoo! was close to the directory category, while Google was the reference in terms of search robots. However, they have now become integrated platforms with similar functions.

#### Using a Search Engine

##### ■ category search / keyword search

A category search is particularly useful when you are not exactly sure about what you are looking for. Keywords, on the other hand, allow you to effectively pinpoint sources of information as soon as you can define your needs.

For example, let's take a look at the "environment" category.



Life and Culture  
Housing, Living, Environment...  
Education  
University, Primary/secondary school...

An arrow points to the underlined link "Housing, Living, Environment..."

Sub-categories are displayed on the page. They allow you to gradually refine the type of information you are looking for by selecting more specific categories.

If, on the other hand, you are specifically interested in the contents of the Kyoto Protocol, all you need to do is input the two keywords directly. The search results will lead you to websites of the Ministry of the Environment or the Ministry of Foreign Affairs, where you will find information on the contents and history of the Kyoto Protocol.



Kyoto Protocol search

An arrow points to the search button.

Most search engines offer the possibility to conduct a more advanced search, by specifying the type of media you are looking for (videos, images, etc.), restricting the search to a certain region, or identifying websites that refer to a specific URL. We recommend you to consult the information sections of each search engine in order to learn more about available functions.

##### ■ other functions

Many search engines have considerably developed their functions to include other features:

- dictionary functions
- calculators
- alert functions
- customizing functions

We encourage you to take advantage of all the possibilities offered by search engines.

## Search Engine Limits

Search engines are powerful and convenient tools to gather information, but you must remain conscious of the following facts:

### ■ searchable information is limited

Search engines do not provide access to information that is not published freely online. Moreover, they are said to cover only a part of all the existing websites. We recommend you to include other sources of information, and not to rely entirely on search engines.

### ■ search results are not necessarily reliable

The reliability of information posted on websites is absolutely not guaranteed, and should be considered carefully. When writing a report or dissertation, it is essential to assess the origin and reliability of information found online by referencing it with library materials, documents found on academic databases, etc.

### ■ efficiency is not guaranteed

Standard searches involving simple keywords often lead to an incredible amount of search results. In many cases, a thorough search based on books and specialized databases produces better results and demands less effort to check the relevance and reliability of information.

### ■ top results are not necessarily the most relevant

Search results are displayed in an order that depends on their "score," a figure computed differently according to each search engine. Please bear in mind that this order is not always neutral, and does not necessarily reflect the real importance or relevance of information.

## About Google Scholar

Because search engines handle all the information available online indiscriminately, they are usually not considered a proper tool to gather academic information for reports or dissertations.

In November 2004, Google released the beta version of *Google Scholar*, a platform to search scholarly literature (theses, books, abstracts, articles published by academic institutions and publishers).

Useful functions include:

- links to full-text resources (when available)
- links to cited and citing materials
- direct links to standard Google search

These elements contribute to make this particular search engine more relevant in the search for academic information.

## Google Scholar

<http://scholar.google.com>



However, standard precautions still apply, particularly regarding the order in which search results are displayed. Always remain aware of what your real options are.

# Searching for Books or Journals

The next step in our search for academic information online is the University of Tokyo OPAC.

## About the University of Tokyo OPAC

This online database allows users to search for books or journals within the holdings of the university's more than 30 libraries. (note: please remember to use card catalogs to locate materials acquired before 1986)

You will find basic information on the database and search methods under the database's "HELP" function.

In this section, we will focus on tips for more advanced users.



<https://opac.dl.itc.u-tokyo.ac.jp/>

## Logging in to MyOPAC

Let's log in to MyOPAC before we search. (see p.29)

The advantages of logging in:

- Search hits for books being located at the library of the campus the user is residing on will be displayed first.
- Reservations and requests can be made easily from search results.
- Search conditions entered on the Advanced Search page can be saved.

The user code necessary to log in is the 10-digit number from your student ID. The password can be registered at the top page.

## Determining Search Parameters



Advanced Search page allows you to determine specific parameters and identify materials effectively.

### ■ Year of publication

There are four ways to specify a material's year of publication.

1990 — 2012

published between 1990 and 2012

2012 — 2012

published in 2012

1990 —

published in 1990 or later

— 2012

published in 2012 or earlier

### ■ Specifying a subject, country or language

These fields allow you to further restrict the type of information you are looking for.

### ■ "Full title" search

When looking for a document with a single-word title, we recommend you to specify your keyword as "full title" in order to avoid an extremely long list of search results.

Science

Full Title



## ■ Subject search

The subject field restricts your search to a specific field. Subjects refer to the contents of a given material, and are defined by a subject heading list.



A screenshot of a search interface. It features two input fields: the first contains the text 'information services', and the second is a dropdown menu with 'Subject' selected and a downward-pointing arrow to its right.

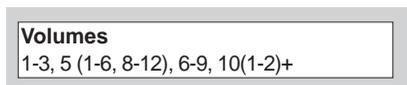
Once you have located a material using OPAC, you can perform a new search using the subject headings displayed on the detailed search results screen to identify other potentially relevant documents.

## Interpreting Search Results Correctly

Here is a list of important points when looking at the search results screen, particularly in the case of journals.

### ■ Volume and issue numbers

The “Volumes” field provides a list of volume and issue numbers held by each library.



A screenshot of a search result field labeled 'Volumes'. The text inside the field reads: '1-3, 5 (1-6, 8-12), 6-9, 10(1-2)+'. The numbers in parentheses indicate issue numbers within those volumes.

Numbers in parenthesis refer to issue numbers, while the *plus* symbol indicates the library has subscribed to the journal.

The example above indicates that volume 4 and the 7<sup>th</sup> issue of volume 5 are missing, but consecutive volumes of the particular journal are available.

### ■ Changes in a journal title

The journal title may change for publisher reasons. Please note that in such a case, OPAC treats the journal as a separate title. If you are unable to locate a specific issue or volume number, check the “continues” and “continued by” sections in the detailed results screen to see if the journal title has changed.

## ■ How to View E-Journals



A screenshot of a search result entry. The text reads: 'Physical review letters from 1958 to present in [American Physical Society](#)'. The link is underlined and blue.

For e-journals, clicking a title in the search results will display the years and site links, allowing you to view the articles directly. Even if a journal is not available at the university, it can often be viewed with e-journals.

## Mastering Advanced Search Features

### ■ sending search results by email

Rather than writing down the results you are interested in, this function allows you to send them to an email address.

### ■ saving search results to bibliographic tools

Search results can be saved to bibliographic tools. These can be used in the bibliographical list when you write an article. (User registration is required.) (see p.31)

### ■ Search holdings of university libraries across Japan

If you can't find what you're looking for at the University of Tokyo, click the “Webcat” tab on the OPAC page to search university libraries across Japan.

### ■ Request Service

If you log in to MyOPAC before performing a search, the request service button will be displayed.

This service allows users to request for copies of materials, or hardcopies from all University of Tokyo campuses and/or other universities. Materials belonging to University of Tokyo are also available in PDF format. Users are encouraged to utilise this convenient service. (see p.29)

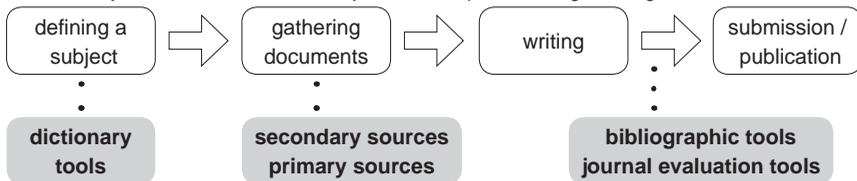
\*PDF's can only be viewed within the campus.

## Using Online Academic Databases

This section provides you with a list of databases available at the University of Tokyo, arranged according to each stage of your research.

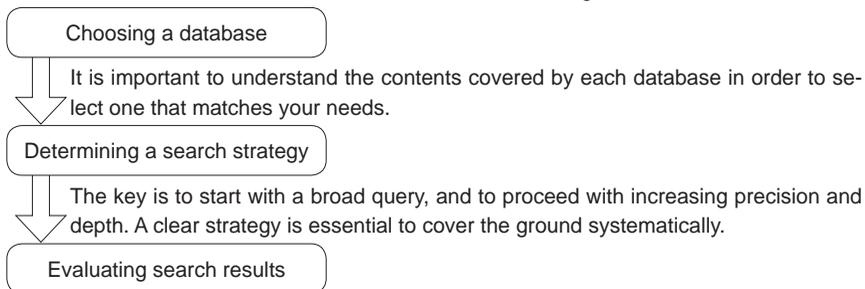
### Databases and Academic Writing

Academic databases allow you to efficiently gather reliable information to write a report or thesis. This section provides a list of databases according to each step of the writing process, mainly on the definition of a subject and the process of gathering reference materials.



### Database Workflow

The use of a database can be divided into three main stages:



The proper evaluation of search results to identify relevant information is a crucial step. It is important to be aware of database's limits when interpreting the results.

### Remarks

Databases introduced from the following page are all accessible via GACoS (see p.9). Users can gain access with GACoS's 'Quick Link to Database', or 'Browse by Database Name'.



**Open Access**

This mark refers to databases openly available to the public for free, and is available both on and outside of campus.



**Campus Only**

This mark indicates that a database can only be accessed from a computer connected to the University of Tokyo network.



**Access from Off Campus**

This mark indicates databases supporting the SSL-VPN Gateway Service. They can be used from off-campus with an ECCS account.

## Defining a Subject

Whether you are entirely free to choose a topic or not, a clear definition of the subject matter is essential. The following databases are convenient tools to assist you in this process.

### Encyclopedic and dictionary tools

(see p.17)



**JapanKnowledge+**




This database includes an encyclopedia of Japan, dictionary tools, links to academic sites, news, etc. Its integrated search platform covers a large number of materials, such as the Encyclopedia Nipponica, and the Random House English-Japanese dictionary.

## Gathering Documents

Once you have defined your subject to a certain degree, you need to start gathering documents to establish your own arguments and line of reasoning.

### Searching for Books

As a first step, you need to locate introductory and general materials in order to gain a better understanding of the subject matter. Once your subject is clearly defined, you can proceed to gather more specific documents.

### Locating a specific material

The following databases provide information on the libraries holding:

<p><b>The University of Tokyo OPAC</b></p> 	<p>(see p.15 )</p> <p>The first step is to check whether the document is available at UT.</p> <p>If the search does not yield any results, consult the databases mentioned below.</p>
<p><b>CiNii Books</b></p> 	<p>This database indexes books and journals being held at libraries of all universities in Japan (provided by National Institute of Informatics). Users can submit requests to their departmental libraries or reference center to obtain copies of materials located at other universities.</p> <p>*If full-texts of CiNii Articles (see p.20) are available, they can assessed via following the links being provided.</p>
<p><b>NDL-OPAC</b></p> 	<p>Online catalog of the National Diet Library, which is accessible to anyone above 18 years of age.</p>



<p><b>CiNii Books</b></p> <p style="text-align: right;"></p>	<p>Similar to <i>UT OPAC</i> system, searches are conducted via journal name.</p> <p>※ If full-texts of CiNii Articles (see p.20) are available, they can be assessed via following the links being provided.</p>
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<p> <b>Searching for articles on a subject</b></p>	<p>(see p.17)</p> <p>  Open Access                Open Access                Campus Only                Access from Off Campus         </p>
<p>The following databases allow you to search for articles matching your subject, and cover article titles and summaries.</p>	

<p><b>UT Article Search</b></p> <p style="text-align: right;"></p>	<p>This integrated search platform allows you to search across a wide range of electronic journals and databases available at UT. Journal articles can be searched by keyword. Includes links to full-text articles when available.</p>
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<p>Articles in Japanese</p>	<p><b>CiNii Articles</b></p> <p style="text-align: right;">    </p>	<p>Provided by the NII, covering mainly academic journals and transactions of academic societies in Japan. Includes links to full-text articles when available. Users gain wider access to full-text of materials if they are accessing from campus, using SSL-VPN Gateway Service, or with the personal ID of their site licenses.</p>
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<p>Articles in Japanese</p>	<p><b>NDL-OPAC</b></p> <p style="text-align: right;"></p>	<p>The National Diet Library search platform includes <i>Japanese Periodicals Index</i>, also accessible through <i>CiNii Articles</i>. (<i>NDL-OPAC</i> is also accessible via <i>CiNii Articles</i>.)</p>
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<p>Articles in English</p>	<p><b>Web of Science - Web of Knowledge</b></p> <p style="text-align: right;">   </p>	<p>Covers articles published in major academic journals (about 12,000 journals). In addition to conventional searches by keyword, it provides information on citation inter-connections. Accessible through the <i>Web of Knowledge</i> integrated search platform, and cross-searchable with <i>BIOSIS Previews</i> (see p.23) and other databases.</p>
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<p>Articles in English</p>	<p><b>SciVerse ScienceDirect</b></p> <p style="text-align: right;">   </p>	<p>Provides full-text access to academic journals published by Elsevier in the fields of science, technology, medicine, and social sciences.</p>
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<p>Articles in English</p>	<p><b>SpringerLink</b></p> <p style="text-align: right;">   </p>	<p>Full-text database that includes scientific journals published by the German group Springer, as well as <i>Lecture Notes</i> materials.</p>
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<p>Articles in English</p>	<p><b>Wiley Online Library</b></p> <p style="text-align: right;">   </p>	<p>Offers full-text access to materials published by John Wiley &amp; Sons, including journals, books, and reference works in scientific and medical fields.</p>
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**Searching for Journal Articles (specialized fields)**

Specialized databases provide a way to locate specific information that could not be found using the general resources seen in the previous section. Here is a list of representative databases in each academic field.

 <b>Searching for Journal Articles (specialized fields)</b>	
<p>Humanities and Social Sciences</p> <p><b>Periodicals Archive Online</b></p>  	<p>Index of journal articles on humanities and social sciences published 1802-2002. Covers some 300 journal titles in full-text.</p>
<p>Humanities and Social Sciences</p> <p><b>JSTOR</b></p>  	<p>Database covering important journals in more than 10 different fields, with a focus on social sciences. The contents cover articles published since the inaugural issue until 3 to 5 years ago.</p>
<p>Humanities and Social Sciences</p> <p><b>ASSIA:Applied Social Sciences Index and Abstracts</b></p> <p>- ProQuest</p>  	<p>Index and abstracts database of general journals on applied social sciences.</p>
<p>Humanities and Social Sciences</p> <p><b>InfoTrac Custom</b></p>  	<p>This database provides extensive full-text access to 250 publications in humanities and social sciences. Focuses on frequently used journals.</p>
<p>Humanities and Social Sciences</p> <p><b>China Academic Journal Full-text Databases (CAJ)</b></p> <p>- CNKI</p>  	<p>Provides full-text access to the contents of academic journals published in China, including literature, history, philosophy, politics, law, education, social sciences, and economics.</p>
<p>Literature</p> <p><b>Literature Resource Center with MLA International Bibliography</b></p>  	<p>This database provides extensive information on leading figures of the literary world and their works.</p>
<p>Literature</p> <p><b>Linguistics and Language Behavior Abstracts(LLBA)</b></p> <p>- ProQuest</p>  	<p>Index and abstracts database covering documents on linguistics.</p>
<p>Law</p> <p><b>Westlaw Japan</b></p>  	<p>This comprehensive database on Japanese law includes information on laws and ordinances, court decisions, official policies, juridical publications, commentaries, academic articles, and media coverage.</p>
<p>Law</p> <p><b>D1-Law.com</b></p>  	<p>This is a database provided by D1-Law, consisting of the Current Laws, Judicial Precedents, and Legal Ruling Document Information database unified into one.</p>

<p>Law</p> <p><b>Current laws and regulations</b></p> <p></p>	<p>Online search system covering the contents of Japanese law (constitution, ordinances, rules and regulations) at the national and regional levels.</p>
<p>Law</p> <p><b>Westlaw International</b></p> <p> </p>	<p>Extensive database covering legal information, court decisions across the world, government documents, law journals, legal encyclopedias, yearbooks, news and business information.</p>
<p>Law</p> <p><b>Lexis .com</b></p> <p></p>	<p>Centered on the United States, this database covers legal documents, court decisions, law reviews, information on intellectual property rights, businesses, etc.</p>
<p>Economics · Business</p> <p><b>Business Source Complete - EBSCOhost</b></p> <p> </p>	<p>Database of journal articles on the economy, business, and management.          Contents partly available in full text.          * This is being provided in addition to <i>EBSCOhost</i> (a search platform).</p>
<p>Economics · Business</p> <p><b>EconLit - EBSCOhost</b></p> <p> </p>	<p>Index and abstracts database including journal articles, books, theses, working papers in the field of economic science.          * This is being provided in addition to <i>EBSCOhost</i> (a search platform).</p>
<p>Economics · Business</p> <p><b>eol</b></p> <p> </p>	<p>This database compiles securities reports beginning in 1984 for on some 5,000 Japanese companies, including publiclisted companies. Information on listed companies based in main regions of Asia are available for browsing.</p>
<p>Psychology</p> <p><b>PsycINFO</b></p> <p> </p>	<p>Index and abstracts database managed by the American Psychological Association (APA), covering documents in the field of psychology. Linked to the <i>PsycARTICLES</i> full-text database.</p>
<p>Medicine</p> <p><b>MEDLINE - OvidSP</b></p> <p> </p>	<p>The world's largest database on medical science, managed by the United States National Library of Medicine (NLM).          * This is being provided in addition to <i>OvidSP</i> (a search platform).</p>
<p>Medicine</p> <p><b>EBM Reviews - OvidSP</b></p> <p> </p>	<p>Database for researchers in medicine and clinical fields. Includes eight of the leading medical information databases.          * This is being provided in addition to <i>OvidSP</i> (a search platform).</p>
<p>Medicine</p> <p><b>CINAHL Plus with Full Text - EBSCOhost</b></p> <p> </p>	<p>Materials on nursing and medical treatment techniques.          * This is being provided in addition to <i>EBSCOhost</i> (a search platform).</p>

<p>Medicine</p> <p><b>PubMed</b></p> <p>  </p>	<p>This is a free online versions of the <i>MEDLINE</i> database. An 'UT Article Link' button will be displayed when PubMed is accessed via an access point exclusive to the University of Tokyo (which is linked to GACoS). Information on access to electronic journals will then be provided.</p>
<p>Medicine</p> <p><b>Japana Centra Revuo Medicina (Ichushi-Web)</b></p> <p> </p>	<p>Online version of the Japanese medical abstracts journal <i>Igaku Chuo Zasshi</i>. Covers Japanese-language medical and professional journals, records of academic meetings, etc.</p>
<p>Engineering</p> <p><b>Compendex - Engineering Village</b></p> <p> </p>	<p>Index and abstracts database covering a wide range of engineering-related fields. *This is being provided in addition to <i>Engineering Village</i> (Technical Information Portal Site).</p>
<p>Engineering</p> <p><b>Inspec - Engineering Village</b></p> <p> </p>	<p>Index and abstracts database on physics, electric and electronic engineering, computer science, information technology. *This is being provided in addition to <i>Engineering Village</i> (Technical Information Portal Site).</p>
<p>Engineering</p> <p><b>USPTO - Engineering Village</b></p> <p> </p>	<p>Full-text patent database provided by the United States Patent and Trademark Office. *This is being provided in addition to <i>Engineering Village</i> (Technical Information Portal Site).</p>
<p>Engineering</p> <p><b>esp@cenet</b></p> <p></p>	<p>Database covering patent information from the European Patent Office (EPO), the World Intellectual Property Organization (WIPO), and the Japan Patent Office.</p>
<p>Engineering</p> <p><b>Scirus</b></p> <p></p>	<p>Specialized search engine for scientific information.</p>
<p>Agricultural and Life Sciences</p> <p><b>BIOSIS Previews - Web of Knowledge</b></p> <p> </p>	<p>Comprehensive database on life sciences. Accessible through the <i>Web of Knowledge</i> integrated research platform. Cross-searchable with the <i>Web of Science</i> (see p.20).</p>
<p>Agricultural and Life Sciences</p> <p><b>Agropedia</b></p> <p></p>	<p>Database incorporating information on scientific outcomes released by the Ministry of Agriculture, Forestry and Fisheries and related research agencies.</p>
<p>Chemistry</p> <p><b>SciFinder</b></p> <p> </p>	<p>This database contains information on chemical substances, research materials, organic chemical reactions, reagents and synthetic chemicals. Registration in advance is required for use.</p>
<p>Geoscience</p> <p><b>GeoRef - ProQuest</b></p> <p> </p>	<p>Comprehensive database of documents on geosciences, provided by the American Geological Institute (AGI).</p>

## Searching for Doctorial Dissertations

The databases mentioned below provide tools to search for dissertations. Another possible method is to try through the website of the institution where the degree was conferred.

 <b>Dissertations published in Japan</b>	
<p><b>The University of Tokyo Doctorial Dissertation Database</b></p> <p></p>	<p>(see p.17)</p> <p> Open Access  Campus Only  Access from Off Campus</p> <p>Includes information on the title, author, and summary of PhD dissertations submitted at UT. To consult the actual document, please inquire at the library of the relevant department.</p>
<p><b>Doctoral Dissertation Bibliographic Database</b></p> <p></p>	<p>Covers title, author name, and degree information on PhD dissertations submitted in Japanese public and private universities.</p>
<p><b>NDL-OPAC</b></p> <p></p>	<p>The National Diet Library's Kansai-kan holds PhD dissertations submitted since September 1923. Materials submitted since 1957 can be searched using <i>NDL-OPAC</i> (see p.18).</p>

 <b>Dissertations published outside Japan</b>	
<p><b>ProQuest Dissertations and Theses (PQDT) Full Text</b></p> <p> </p>	<p>This database focuses on Master and PhD dissertations and theses published in the United States and Canada.</p>

## Searching for Newspaper Articles

Newspaper articles are particularly useful when researching the latest information on a particular issue, exploring a certain historical period, or gathering documents on a prominent individual.

 <b>Searching for Newspaper Articles</b>	
<p><b>Asahi Shimbun Digital News Archives "Kikuzo II Visual"</b></p> <p> </p>	<p>Full-text access and search features covering the national and regional editions of <i>The Asahi Shimbun</i>, <i>AERA magazine</i> and <i>Shukan Asahi</i>.</p>
<p><b>Mainichi News Pack</b></p> <p> </p>	<p>You can search and view full-text articles from <i>The Mainichi Shimbun</i>, <i>Weekly Economist</i>, and other publications.</p>

<p><b>YOMIDAS REKISHIKAN</b></p> 	<p>You can search and view full-text articles from <i>The Yomiuri Shimbun</i>, <i>The Daily Yomiuri</i>, and other publications dating from 1874 on.</p>
<p><b>LexisNexis Academic</b></p> 	<p>A general information database compiling news from countries around the world.</p>
<p><b>Factiva.com</b></p> 	<p>Provides news and business information from around the world.</p>
<p><b>ProQuest News &amp; Newspapers</b></p> 	<p>A newspaper database provided by <i>ProQuest</i>. <i>Los Angeles Times</i>, <i>New York Times</i>, <i>Wall Street Journal</i>, <i>Washington Post</i> etc. are available for use.</p>
<p><b>Newspaper Source Plus - EBSCOhost</b></p> 	<p>National newspapers and other international press, which include <i>New York Times</i>, <i>The Christian Science Monitor</i>, and <i>USA Today</i> are available for use at this database. In addition, local magazines like <i>The Detroit Free Press</i> and others from the United States have also been included. * This is being provided in addition to <i>EBSCOhost</i> (a search platform).</p>

**Searching for Statistical Data**

Statistical data can be a powerful ally to reinforce the arguments put forward in a report or a dissertation. A large number of institutions are releasing different categories of data, an increasing volume of which is made available through dedicated websites.

 **Searching for Statistical Data**

<p><b>Portal Site of Official Statistics of Japan (e-Stat)</b></p> 	<p>Official window on statistics published by the Japanese government. Features links to other statistical resources in Japan and abroad.</p>
<p><b>OECD iLibrary</b></p> 	<p>Covers full-text documents published by the Organization for Economic Co-operation and Development (OECD). Offers quick access to statistical data featured mainly in reports and journals.</p>

## Part 3 : Acquiring and Using Online Information

### Reading e-Journals

This section introduces the use of e-journals, an essential online resource for academic research.

#### About e-Journals

E-journals are electronic versions of actual publications viewable on a computer screen. In recent times there are electronic versions of journals.

E-journal articles are accessible on dedicated publisher sites or through online databases. Full-text access is available provided that the contents are covered by UT's subscriptions or publicly available.

A number of options are available to obtain an article, including printing, exporting it to an email address, or saving it on portable media.

#### Using e-Journals

##### ■ Access through an online database

The search results provided by databases introduced in chapter 2 increasingly feature links to the e-journal where a given article is published, or direct links to its full-text version.

Try clicking the UT Article Link button when available on the search results screen. This will open a new window featuring links to the relevant e-journal's homepage, its holdings status at the university, and other useful information. The "Article" link takes you directly to a full-text version of the material (see p.27)

If the database does not provide any link to the full text, it is necessary to write down certain elements of bibliographical data (some databases feature a download function). The following information is important to locate a given article:

- name of the article's author
- title of the article
- name of the publication

- volume / issue / page numbers

##### ■ Access through a portal site

The following websites allow you to check whether a given publication is available in electronic format.

(note: journals not available on OPAC may still be accessible as e-journals)

##### E-JOURNAL PORTAL



Campus Only

<http://www.lib.u-tokyo.ac.jp/ext/ejportal/>

This is a gateway to search e-journals titles available at UT.

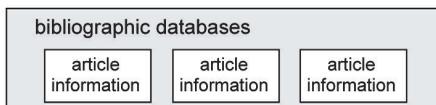
A search using the title of a journal produces a list of results grouped by database. Clicking on a database name takes you to the journal's homepage. From there, you can access the relevant volume and issue number or perform a search for the article.

By clicking on the title of the electronic journal displayed after performing a search with the UT OPAC, users will be taken to the E-Journal Portal link, subsequently gaining access to electronic journals available for use.

##### ■ Direct Access

It is also possible to access most e-journal titles directly, without going through the above-mentioned site.

Please note however that some titles are not accessible directly.



Some databases offer direct full-text access to articles from the search results screen.

click on [UT Article Link](#)

## University of Tokyo Article Link

University of Tokyo Article Link  
東京大学 学術論文リンク

お探しの論文の全文、または関連のある情報ページご案内します [電子ジャーナル利用上の注意](#)

論文情報 / Search Criteria [修正して再検索 / Refine or alter criteria](#)

Article: Beyond Global Warming: Ecology and Global Change  
Author: Vitousek, Peter  
Journal: Ecology (Durham)  
ISSN: 0012-9658 Date: 01/10/1994  
Volume: 75 Issue: 7 Page: 1861

links

電子ジャーナルへのリンク Full Text via Online

Coverage Range	Links to content	Resource
01/01/1920 - 31/12/2005	<a href="#">Article</a> <a href="#">Journal</a>	JSTOR Arts and Sciences I Collection
01/08/1991 - 01/12/2000	<a href="#">Article</a> <a href="#">Journal</a>	AGRICOLA PlusText
01/08/1991 - 01/12/2000	<a href="#">Article</a> <a href="#">Journal</a>	ProQuest Agriculture Journals
	<a href="#">Article</a>	

links

電子ジャーナルへのリンクがない場合はこちらへ / Additional Options for finding Full Text  
冊子の所蔵を調べる / Search OPAC (Library Catalog) [By ISSN / ISBN](#) [By Journal / Book Title](#)  
論文のコピーを入手する / Get a Photocopy [文庫請求書申込書](#) [Interlibrary Loan Request](#)

Step 1

### Finding the article

Article Journal Resource



Note: If the "article" link is not available, try searching through the journal or resource homepage.

Step 2

If the article is not available in electronic format, search OPAC to find a copy of the journal.

Step 3

Copies can also be ordered if the material is available on another campus or outside the university.

## Additional Information

### ■ How to access E-journals from off-campus

Some journals can be accessed from off-campus through the SSL-VPN Gateway Service. An ECCS account is necessary. For more information, please access the following link from on-campus:

[http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service\\_e.html](http://www.dl.itc.u-tokyo.ac.jp/sslvpn/service_e.html)

### ■ ID and password requests

Some e-journals will ask for an ID and password to access an article in full text. This may be the result of a system error, or because those specific contents are subject to additional conditions. When in doubt, please contact the university libraries.

## Terms and Conditions for Use

The use of e-journals is subject to specific agreements passed between UT and the publishers. Any infringement of these agreements on the part of a user may result in the suspension of services for the entire university, so please be sure to always respect their terms. Specific conditions differ according to each publisher, but the following acts are strictly forbidden:

- use by persons not affiliated with UT
- use for non-academic purposes
- transmission of contents to third parties (for example forwarding contents by email)
- unauthorized data downloads (i.e. software-assisted systematic downloads)

## Reading e-Books

This section provides information on e-book services available at the University of Tokyo.

### Using e-Books

This introduces electronic books the University of Tokyo subscribes to. As with electronic journals, access can take place from GACoS via computers on campus connected to the Internet.

 e-Books		(see p.17)  Open Access  Campus Only  Access from Off Campus
<p><b>EBSCO eBook Collection - EBSCOhost</b></p> <div style="text-align: right;">   </div>	<p>The <i>EBSCO eBook collection</i> is a collection of electronic materials accessible via <i>EBSCOhost</i>. Searches for digitalized materials or specific texts belonging to these materials are possible. Various electronic materials are available, although the majority are academic books or books related to specialized fields.</p> <p>* This is being provided in addition to <i>EBSCOhost</i> (a search platform).</p>	
<p><b>SpringerLink</b></p> <div style="text-align: right;">   </div>	<p>Offers access to materials published by Springer, including <i>Lecture Notes</i>.</p>	
<p><b>Wiley Online Library</b></p> <div style="text-align: right;">   </div>	<p>Provides access to e-books published by John Wiley &amp; Sons.</p>	

### Terms and Conditions for Use

Please refer to the comments regarding the use of e-journals printed on p.27.

# Using Library Services

Materials physically held by libraries are still an important resource for research, as many documents are yet to be converted in digital format. This section introduces online services provided by the UT libraries.

## MyOPAC

MyOPAC is a University of Tokyo library service where each of the following services can be accessed by logging in to UT OPAC. (see p.15)

The user code necessary to log in is the 10-digit number from your student ID. The password can be registered at the top page.

The following services can be used with MyOPAC.

### [Service features]

- Loan reservations  
Materials currently on loan can be reserved through OPAC.
- Account and reservation status  
View your account status, including checked out items, penalties for overdue materials, and pending reservations.
- Request Service (Prior registration necessary)  
Requests for copies of materials, or hardcopies from University of Tokyo campuses and/or other universities can be made from the OPAC Page. PDF format of materials belonging to the University of Tokyo can be requested via OPAC. You can also verify the progress of your requests.
- Request an acquisition  
Submit a request for the acquisition of new materials, and view the status of your requests.

## Request Service

This service allows you to request for copies of materials, or hardcopies from all University of Tokyo campuses and/or other universities. PDF format of materials belonging to University of Tokyo are also available for use under this service provided

by the Library.

Prior registration is necessary. For more information, including the application, payment options and conditions for use, please inquire at the library of your department.

### [Process]

- You can log in to MyOPAC and search UT OPAC.
- If the documents you wish to read are not available as an e-journal or e-book, you can check holdings of the paper versions.
- A request button will be displayed on the OPAC results page. \*Requests to obtain documents can not be made to a library on the same campus as your department.
- Click the request button to input the necessary information at the screen.
- The document will be sent to the specified library.
- If a PDF file is requested, you will receive a notice that it can be viewed for a period of two weeks on the campus network. The document can be printed once only. PDF's can not be saved to a computer. Spreading the URL or copying the file or print-out is prohibited.
- If you selected the "private expense" option, settle the payment as soon as possible.

## ASK Service

<https://opac.dl.itc.u-tokyo.ac.jp/ask/>

This service allows users to forward questions online to the libraries, and to receive specific answers by email.

Inquiries can be made about library holdings, document searches, the use of online databases or e-journals, etc.

## Citations and Bibliographical Lists

In order to avoid plagiarism, all the materials used to write a report or dissertation must be clearly identified and listed.

### Writing a Bibliographical Reference

Citation annotations can be inserted in a number of different ways, including:

#### ■ Directly inserting text in a sentence

The author of XXX says that “.....”<sup>(1)</sup>.

#### ■ Inserting text between two paragraphs

The author of XXX explains this point in the following way:

“.....”<sup>(1)</sup>

#### ■ Expressing an author’s point of view indirectly

The author of the article considers this issue as [.....]<sup>(1)</sup>, an opinion reflected in several other essays.

Annotations usually refer to specific bibliographical information, usually listed at the bottom of the page or the end of the dissertation. Cited works are all to be included in the bibliography.

Another option is to use only abbreviated bibliographical information in the footnote, such as (Yamada, 2005). The full bibliographical reference is mentioned in the bibliography.

### Key Points of Bibliographical References

Bibliographical references are meant to give credit to other authors, and to allow the reader to clearly grasp your personal opinion. Keep the following points in mind when writing bibliographical references:

#### ■ Be precise when using quotes

Reference materials must be quoted with thorough exactitude, and used according to their author’s original intent. Refrain from quoting a material that is itself a quote from another source.

#### ■ Provide exact information about your source

The exactitude of the author’s name, title, and page numbers is essential to allow the reader to go back to the original material.

#### ■ Refer to materials accessible to the reader

Whenever possible, try to use materials that can be traced and accessed by the reader of your report or dissertation.

### Writing a Bibliographical List

Bibliographical lists are usually composed in a specific format and order. Each academic field may have its own particularities, but there is no unique way to write a bibliography. Some examples are given on the right-hand page. Articles to be submitted for an academic journal must follow the specific instructions of the publisher.

## Examples of bibliographical information

### ■ Journal articles

Author(s) of article, Title of article. Title of journal (underlined, or in bold type, or in italics). Date, Volume number, Part/issue number (if known), Page numbers.

Example: Rostow, W W, The take-off into self-sustained economic growth. *Economic Journal*. 1956, 66(1), p.25-48.

### ■ Books

Author(s) or editor(s) of book. Title of book (underlined, or in bold type or in italics). Edition (unless first edition), Place of publication, Publisher, Date, Page.

Example: Williams, G. *Learning the Law*. 9th ed., London, Stevens, 1973, 215p.

### ■ Citations from an Electronic Journal

Author. article title. Journal Title. date, volume (issue), pages. Available from: URL (Accessed date).

See also:

Japanese Standards for Information of Science and Technology (SIST):

- Standard references: [[http://sist-jst.jp/handbook/sist02\\_2007/main.htm](http://sist-jst.jp/handbook/sist02_2007/main.htm)]

## Bibliographic Tools

Bibliographic Tools is meant to alleviate the task of composing and managing bibliographic references.

Document processing tools are split into two categories: software installed directly on your computer, and programs used over the internet.

At present, 2 web versions of bibliographical tools - *RefWorks* and *Endnote Web* - are available for use at the University of Tokyo (user registration is necessary).

Particular functions may vary according to each program, but bibliographic tools basically allows users to:

### ■ Create a bibliographic database

Import information from online databases (author, name, title, etc.) and create/edit/manage your personal bibliographic database.

### ■ Automatically create a bibliographical list of reference documents

Select materials from your program's database and automatically generate a bibliographical list for your report or dissertation. Some programs allow you to match the format demanded by specific journals.

## Publishing an Article

This section introduces online databases that provide relevant information on journals for the publication of an article, as well as a few comments on *Open Access*.

### Choosing a Journal for Publication



#### Searching JCR

(see p.17)



Open Access



Campus Only



Access from Off Campus

JCR: Journal Citation Reports  
- Web of Knowledge



JCR provides tools and indices to measure the relative importance and influence of academic journals, such as the *Impact Factor*. It also features information on citation interconnections.

This information allows you to compare several journals in the same academic field, for example in order to select where to submit your latest article.

#### About the Impact Factor

This index measures the average number of times articles published in a given journal are cited over one year. It allows you to compare the influence of a journal among the scientific community.

Calculation method (example for 2011):

A = the total number of articles published by the journal between 2009 and 2010  
 B = the total number of references in 2011 to any of the articles covered by A  
 Impact Factor 2011 =  $B / A$

JCR does not provide tools to judge the impact of individual articles. Please keep this in mind when considering the concept of *Impact Factor*.



#### Searching Ulrichsweb

Ulrichsweb



Covers bibliographical information on serials published across the world.

It allows users to search for journals by academic field, using keywords, and other criteria.



#### Choosing according to the database

If the journal that carries your article is included in one of the main online databases, the number of potential readers increases significantly. There are two ways to determine which journal to rely on: you can either refer to the databases introduced in chapter two, or you can perform an online search using keywords from your article to determine which journal carries most articles on the subject.



#### Checking the websites of publishers

These websites usually carry information on conditions for submitting articles, fields covered by each journal, target readership, etc.

## About Open Access

This new framework for the dissemination of academic articles is currently a hot topic among publisher, libraries and researchers.

The idea of Open Access is to freely publish academic articles online, allowing readers to access them without any restrictions. One of the factors behind this project is the steep rise in the prices of journal subscriptions, which is making access to valu-

able academic information more difficult.

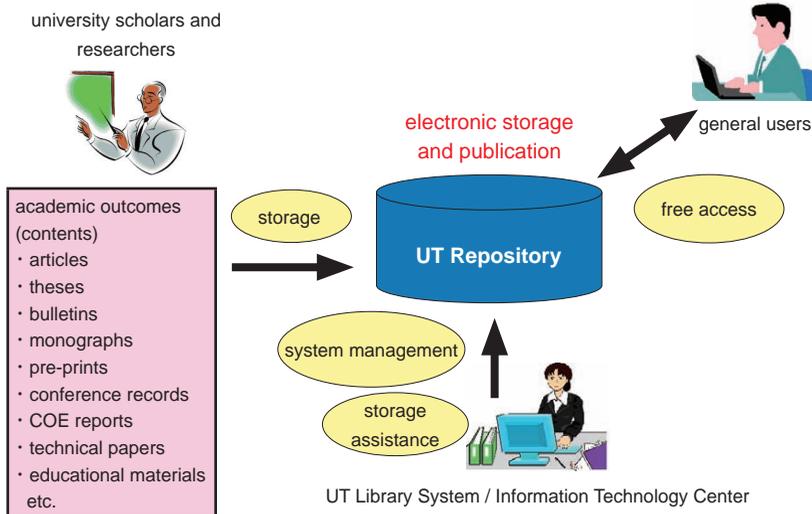
Most publishers have already agreed to let authors post their articles on their own website after publication, or save them on their institutional repository – a concept referred to as ‘self-archiving’.

Open-access journals have also been created to provide free access to journal contents, or part of the contents. Some journals make their contents freely available after a certain period of time.

**UT Repository** <http://repository.dl.itc.u-tokyo.ac.jp/>

Institutional repositories are server systems that allow researchers and scholars to store and publish online the outcomes of their academic work. The materials made available in electronic format include journal articles, academic theses, monographs, etc.

The function of institutional repositories is close to that of an online public archive. Their contents are freely available to anyone with an Internet connection, ensuring the wide dissemination of academic outcomes.



There are many active institutional repositories across the world. The UT Repository is mainly under the responsibility of the UT Library System, and the Digital Library Division of the Information Technology Center.

The storage and free dissemination of academic outcomes to the rest of the world allows researchers and scholars to enhance the visibility and raise the value of their work.

## Part 4 : Appendixes

Attention!  
Search techniques differ according to the type of database being used.

### Search Tips

Databases are gradually refining their search functions and adapting them to the growing amounts of contents, but specific methods or symbols differ according to each system. We therefore recommend you to browse through each "help" section when using a database for the first time.

#### Entering Keywords

##### ■ Stop words

Articles (a, the, etc.), verbs (be, is, was) and personal pronouns (he, she, we, etc.) may not be taken into account when performing a search.

(see the Phrase Searching section below)

##### ■ Chemical compounds and special characters

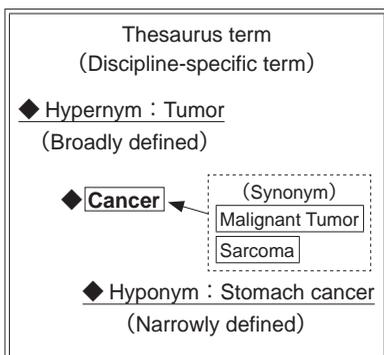
Subscripts and special accents may need to be rewritten in the following way

H<sub>2</sub>O ⇒ h2o

Fürst ⇒ furst, fuerst

#### Using a Thesaurus

Some databases feature a thesaurus function, which identifies synonyms, related words, broader or narrower terms, etc. to perform searches more efficiently, using a *controlled-vocabulary* method.

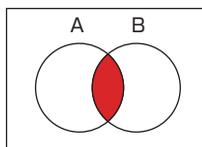


#### Boolean Operations

Boolean — or *logical* — operators are used to express relations between different keywords. Their symbols differ according to each database.

##### ■ AND search

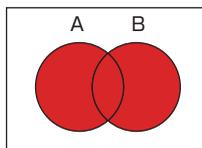
Produces results *common* to keywords A and B.



A AND B

##### ■ OR search

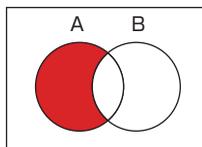
Produces results related to *either* keyword.



A OR B

##### ■ NOT search

Produces results corresponding to keyword A *minus* results corresponding to keyword B.



A NOT B

### Order of Priority

Databases may respond differently to operations involving more than one Boolean operator.

Some databases treat operators in a specific order (NOT, then AND, then OR), while others treat them from left to right. Certain databases allow the use of parentheses similar to mathematical operations. Examples:

A NOT B AND C OR D  
(A NOT B) AND (C OR D)

### Proximity Operations

These operations determine the closeness of keywords, to avoid results where keywords are too far apart from each other.

Proximity operators can determine the order of keywords, or the number of words separating them. The symbols used may differ according to each database.

Examples:

A SAME B , A W/s B  
⇒ means A and B appear in the same sentence  
A W/n B , A NEAR/n B  
⇒ means A within n words of B

### Exact Phrase Search

This type of search is used to locate an exact phrase or expression, and may be used to include stop words.

Some databases will treat a whole entry as an exact phrase, while others require the use of quotation marks.

Examples:

information literacy  
"information literacy"

### Truncations and Wildcards

Wildcard symbols such as \* ? or \$ are used to replace potential variants of a keyword.

■ **Prefix matching** **gene\***

⇒ gene, genes, generation

■ **Infix matching** **\*sea\***

⇒ sea, seat, disease, undersea

■ **Suffix matching** **\*net**

⇒ internet, cabinet, planet

■ **Internal truncation** **behavior\$**

⇒ behavior, behaviour

### Truncation examples

Some bibliographies refer to journal titles in abbreviated form. In such a case, the use of a prefix matching technique allows you to perform a search without knowing the exact full title.

The following example shows an entry using wildcard symbols on the The University of Tokyo OPAC, to locate a journal abbreviated as "J.Biol.Syst.":

j biol syst

Exact phrase searches can be performed using an asterisk (\*), although it depends on the type of database being used. (Note that a minimum of 2 letters is required before the asterisk for the search to be effective)

j\* biol\* syst\*

The search results should produce the Journal of Biological Systems.

Please remember that abbreviated titles are to be used according to specific norms.

# User Support

The Information Technology Center's Academic Information Literacy Section provides a number of services including training courses, the distribution and publication of educational materials, and support for online searches.

## Database Training Courses

The Information Technology Center's Academic Information Literacy Section organizes a number of training courses focused on the use of online databases.

Information about their schedule and contents are available through the GACoS page (see p.9).



Click on a "Training" tab

Advance registration is not necessary for most guidance courses, so please participate at your leisure.  
(Some courses may require advance registration)

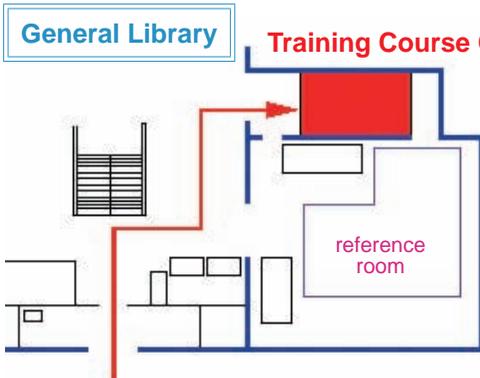
### ■ On-site training courses

Courses can be organized on site and tailored to meet specific schedule and content needs.



## Training Course Corner

Training Courses are held on the ground floor of the General Library in Hongo Campus (enter the library and turn right toward the computer room).

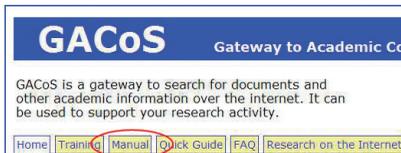


main entrance

## Online Manuals

GACoS also features a section on data-base manuals.

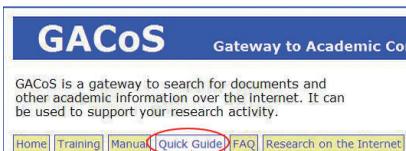
They provide useful information on sources of information covering different fields.



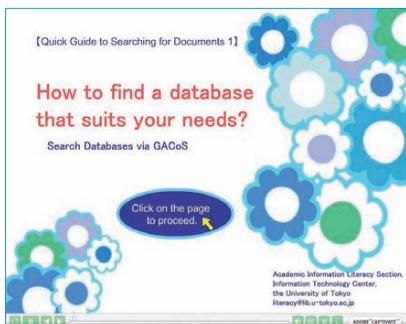
Click on the "Manual" tab

## Online Support

The following contents are available from any computer connected to the Internet. Please refer to them if you experience trouble with online searches.



Click on the "Quick Guide" tab



## Leaflets

Compact introductions to database characteristics and how to search them (available in English or Japanese).

The leaflets are distributed by each library.



### Available versions:

- How to find a database that suits your needs (GACoS) / What if there's no article link in the search results?. (UT Article Link)
- How do I get a book or journal?
- How to access databases and E-journals from home? (SSL-VPN Gateway Service)

## Litetopi Mail Magazine

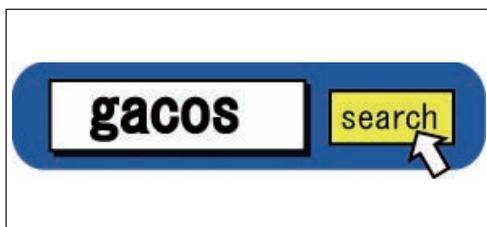
(in Japanese only)

Receive email updates about the latest database news and training course schedules.

To subscribe, please contact the Academic Information Literacy Section.



[literacy@lib.u-tokyo.ac.jp](mailto:literacy@lib.u-tokyo.ac.jp)

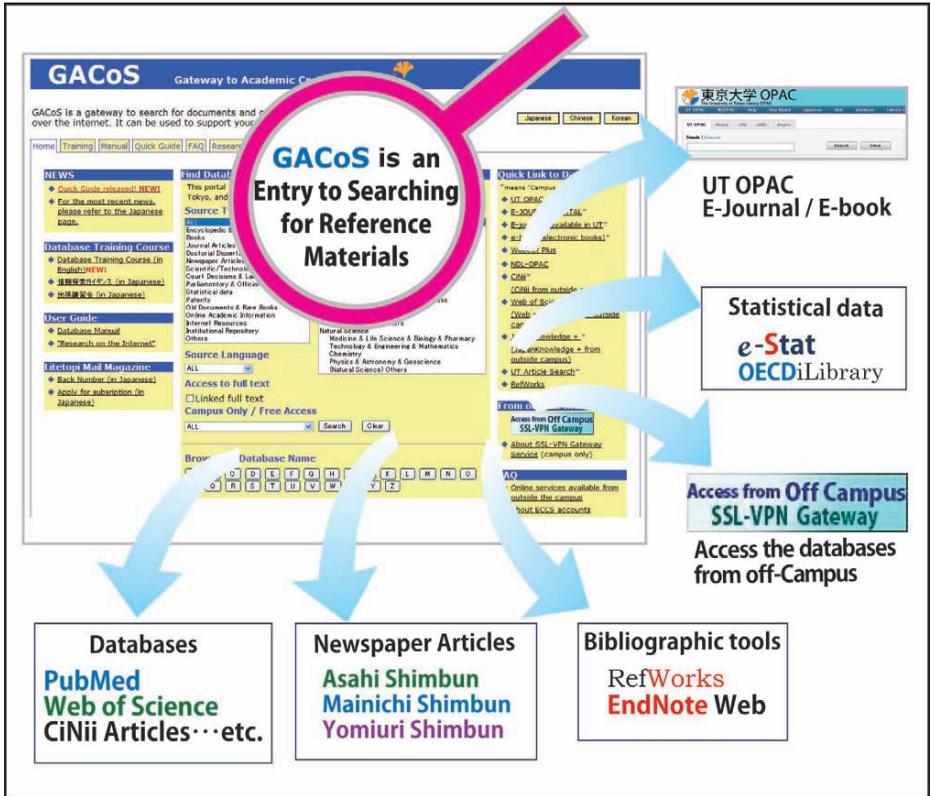


## Glossary of Library Terms

The following glossary provides a list of abbreviated terms, complete forms (in English, German or Latin) and Japanese equivalents.

abbreviation	complete form	Japanese equivalent
Ann.	Annales	年報、紀要
Annu.	Annual	年報、年鑑
anon.	anonymus	作者不詳の、匿名の
app.	appendix	付録
Arch.	Archives	記録集
art.	article	論文、記事
Aufl.	Auflage	版
Bd.	Band	巻
Beil.	Beilage	追録、補遺
Bull.	Bulletin	会報、報告、紀要
c., ©	copyright	著作権
c., ca.	circa	約、略
cf.	confer (=compare)	比較、参照、参照せよ
ch., chap.	chapter	章
col.	column	欄
comp.	compiler	編纂者
	compiled by ~	~により編纂された
conf.	conference	会議
corr.	correction	校正、訂正版
d.	died	没
Diss.	Dissertation	学位論文
do.	ditto	同前
doc.	document	文書、書類
Einl., Einleitg.	Einleitung	序論
ed.	editor	編(集)者
	edition	版
	edited by ~	~により編集された
e.g.	exempli gratia (=for example)	例
enl.	enlarged	増補された
et al.	et alii, et aliae (=and others)	およびその他
etc.	et cetera (=and so on)	など
ex.	exanple, example	用例
fac., facsim.	facsimile	複写、複製
fasc.	fascicle	分冊
fig., figs.	figure (-s)	図、図解、挿絵
front.	frontispiece	とびら、口絵
Hft.	Heft	分冊、号
Hg.	Herausgeber	編者
ibid.	ibi'dem	前掲誌、同誌

id.	idem	同上、同書
i.e.	id est	すなわち
ill., illus.	illustration	挿絵
inc.	including	含む
	incorporated	組み込まれた
inf.	infra	下に、以下に
intro., introd.	introduction	序文
J., jour.	journal	雑誌、学会誌
l., ll.	line (-s)	行
l.c., loc.cit.	loco citato	上記引用文中に
m.s., mss.	manuscript (-s)	原稿、写本
n., nn	note (-s)	注釈
n.d.	no date of publication	出版年記載なし
no.	number	号
n.p.	no place of publication	発行地記載なし
n.s.	new series	新シリーズ
NS	New Style	新暦
op.cit.	opera citat	前掲（引用）書に
p., pp.	page (-s)	ページ
par.	paragraph	節、段落
pl.	plate	図版
	plural	複数の
pref.	preface	序文、前置き、はしがき
proc.	proceedings	議事録、会報
pseudo.	pseudonym	雅号、ペンネーム
Pt., pt.	part	部、部分、分冊
pub., publ.	publisher	出版者
	publication	出版物、逐次刊行物
	published by ~	～の出版
rev.	review, reviews	評論誌
rpt., reprn.	reprint, reprinted	重版、翻刻
sec., sect.	section	節、段落、欄
ser.	series	双書、シリーズ
supp.	supplement	補遺
tr., trans.	translator, translation	翻訳
trans.	transaction	会報、紀要
v., vid.	vide	～を見よ
viz.	videlicet	すなわち
v., vol., vols.	volume (-s)	巻
Z.	Zeitschrift	雑誌



## RESEARCH ON THE INTERNET

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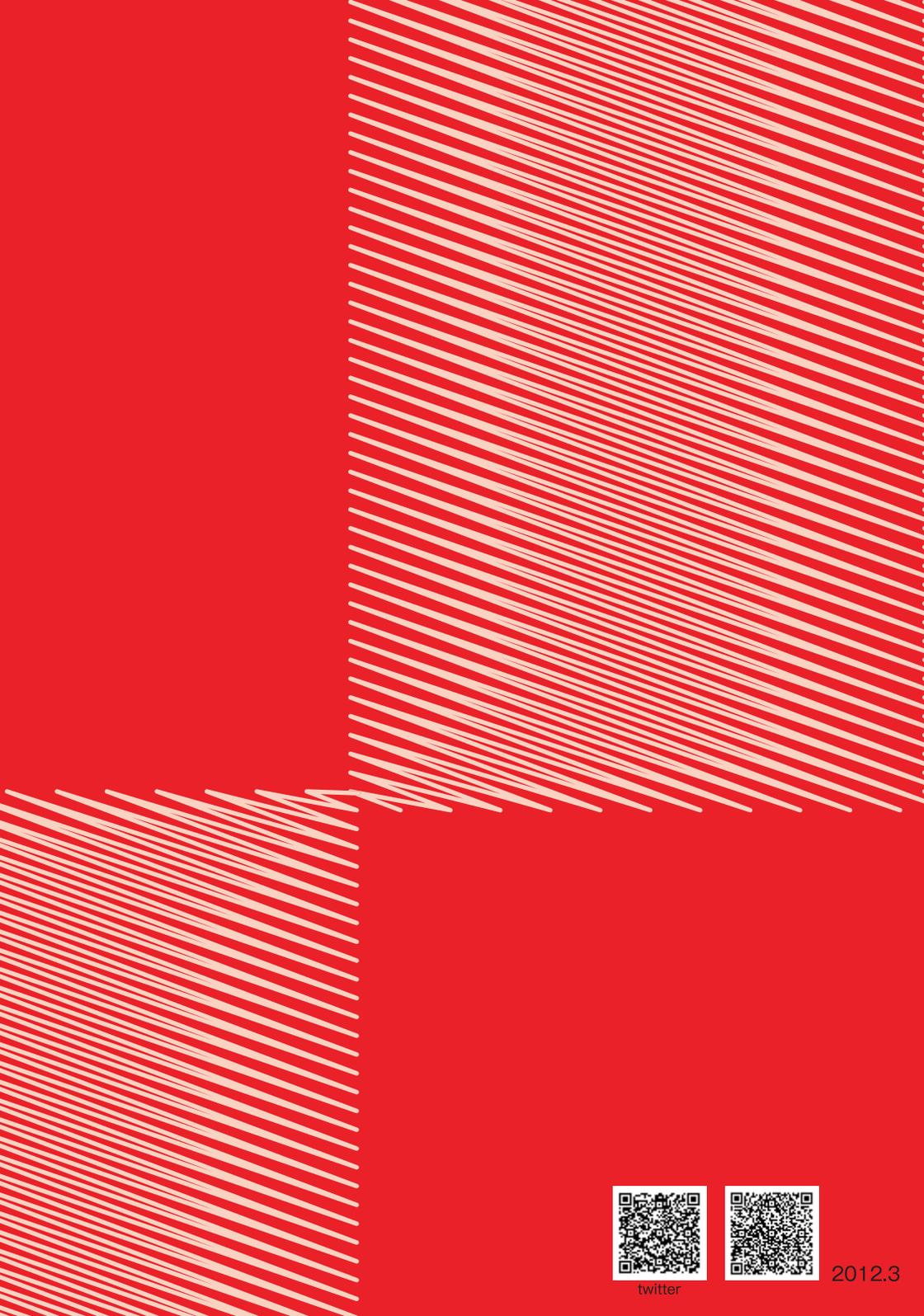
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