Table of Contents

(Click on the topics on page 1 and 2 to move around this lengthy document.)

Keywords	3
How do I create a word map to get the best results?	3
How do I pick the best keywords to find the best articles for my topic?	3
Google Scholar	4
How do I use Google Scholar?	4
How do I find articles on Google Scholar? My Find it @ UNI doesn't always work?	4
How to order your search request in Google Scholar?	4
What are the specialized Google Scholar tricks again?	4
How do I search Google Scholar for only certain types of articles like peer-reviewed?	5
How do I create a good search query in Google Scholar?	5
How can I tell if UNI has the article available when I'm in Google Scholar?	5
Search Tricks	6
Brief overview of all the shortcuts/search tricks	6
Google search tricks	6
Library database search tricks	6
How do I search for articles in the library databases on the class website?	8
How do I create a good search within library databases to get the best results?	8
How do I search on the search engines that have multiple fields of input?	8
How do I properly use advanced searching in library databases?	9
Bad Search Results	9
READ THIS FIRST!	9
My search didn't yield many results. How do I get more results?	9
My search gave me over 1,000 results. What do I do?	9
Adding some keywords take away all of my search results (adding pain or impact to my original search). What should I do?	10
I revised my search and I am still not getting the results I expect. What do I do?	10
I used the Google tricks you taught in class, but they don't always work for me. What do do?	I 10
APA Citations	11
How do I cite volume and issue in APA?	11
How do I properly write in-text APA citations?	11
Mendeley & Citation Managers	12

	How do I get the Mendeley plug-in on the side of the web browser?	12
	Can Mendeley be installed on a browser other than Google Chrome?	12
	What do I do if my sources aren't syncing into Mendeley?	12
	Is it easier to cite manually or use Mendeley or another auto-generator?	12
	What are other citation managers I could use?	12
	How do I keep articles organized when there are so many?	13
٩r	ticle Access	13
	READ THIS FIRST!	13
	How do I find access to research articles when we don't have access to them? Do I have come to the library every time?	e to 13
	How do I find articles on Google Scholar? My Find it @ UNI doesn't always work?	14
	How do I check to see if I have access to articles through UNI library?	14
	When I find a good abstract, but can't find the full text version on any databases for free, have I looked where I'm supposed to look? What if I can't get it?	14
	How can I tell if UNI has the article available when I'm in Google Scholar?	15
nt	erlibrary Loan	15
	What is interlibrary loan?	15
	How do I use interlibrary loan?	15
Λi	scellaneous Questions	16
	How do I determine a good research article from a bad/poor quality one?	16
	How do I find a journal in the library that is not on the databases?	16
	How do I put articles into my own words?	16
	How do I find similar but different articles that weren't all published in the same year?	16
	Are reviews considered primary sources?	17
	How do I find recent studies compared to "popular" ones? Is using the "Since X date best	t?

Keywords

1. How do I create a word map to get the best results?

- b. <u>Here's another image</u> to visualize, and then ask yourself these questions when you pull the main words out of your topic/research question
 - i. What alternative words could you use?
 - ii. What more specific terms could you use?
 - iii. What related or broader subjects can you suggest?
- c. Or email me (angela.cox@uni.edu) and we'll work together to figure it out!

2. How do I pick the best keywords to find the best articles for my topic?

- a. Be careful about abbreviations. Typically, authors will use the full term instead of the well-know abbreviated term. Example: estim/e-stim. Many in your field know what that is, but when they are writing in journals and trade publications, they will use the full term, electric stimulation, instead.
- Be careful about acronyms and consider searching both the acronym or full name together. For example: TBI OR "traumatic brain injury"
- c. Be careful about searching specific sports, equipment, and sometimes gender. For some topics, it's important, but for the wide variety of projects, this level of specificity doesn't matter *during the online searching process* (AKA searching for stuff in Google Scholar, PubMed, etc.).
 - i. Let me be clear. PICO/PIOs are absolutely important, but be careful about how you search the "person" part of your clinical question.
 - Example: A person with a sprained ankle getting taped is the same whether or not they are in basketball, football, track, or gymnastics. What you need to find research about is the effectiveness of taping for a sprained ankle. If you specify to a certain sport when you are searching for articles, you may knock out most or all of your results.

Google Scholar

1. How do I use Google Scholar?

- First of all, the search tricks that work in library databases don't work in Google Scholar and vice versa.
- b. The search tricks can be found above under <u>Brief Overview of Search</u> *Tricks*
- c. If you have your own laptop/desktop and want to use Google Scholar, make sure you see the "Find It" links on the right hand side of the page. To check your settings, look at this document to explain the steps.
- d. A powerful feature in Google Scholar is the *Cited By* feature which gives you a bibliography of articles that cite the article you found. By using the *Cited By* feature and the references at the end of an article, you can find many articles related to the topic you are researching. Some librarians call this technique the "snowball effect." For more information of this technique see this tutorial and this tutorial.

2. How do I find articles on Google Scholar? My Find it @ UNI doesn't always work?

- a. Admittedly, the Find it! @ UNI link on Google Scholar can be a bit of a rabbit hole and a path that leads to nothingness and frustration at times. The reasons as to why this is complicated.
- b. In this situation, I'd say you have a few options.
 - i. It's highly possible that the library doesn't have access to this article. In that case, you can still get it at no additional cost to you by using interlibrary loan. See the <u>interlibrary loan section</u> for more details if you haven't used this service before.
 - ii. If a PDF or HTML version is also available, use those links instead.
 - iii. Look for a different article related to your article.
 - iv. Email me, and I'll help you navigate the weirdness.

3. How to order your search request in Google Scholar?

- a. I'm assuming that this question is asking what order the search tricks need to be in to get results. My answer is based on this assumption. Good news! Order doesn't matter!! Put it in whatever order you'd like.:)
- 4. What are the specialized Google Scholar tricks again?
 - a. See the answer to this question below under "Search Tricks" section.

- 5. How do I search Google Scholar for only certain types of articles like peer-reviewed?
 - a. Unlike in library databases where you can check a box for peer-reviewed articles, there is no good way to limit to just peer-reviewed articles in Google Scholar. That is certainly a limitation of Google Scholar. There are ways to look up whether or not the journal you are using is peer-reviewed in a database called <u>Ulrich's</u>. Email me for help navigating that process.
 - b. If you are looking for certain types of research such as systematic reviews, randomized control studies, qualitative studies, etc., use those phrases as one of your search terms.
 - i. Example: "systematic review" "youth sports" "participation"
- 6. How do I create a good search query in Google Scholar?
 - a. See the answer to this question below under "Search Tricks" section.
- 7. How can I tell if UNI has the article available when I'm in Google Scholar?
 - a. Click the link on the right-hand side of the page that says "Find it! @ UNI.



b. Admittedly, the Find it! @ UNI link can be a bit of a rabbit hole. If you run into trouble after you click that link, email me (angela.cox@uni.edu) or chat the library.

Search Tricks

1. Brief overview of all the shortcuts/search tricks

- a. Google search tricks
 - i. 2 quick things to remember
 - 1. Order doesn't matter if you have more than one Google trick
 - a. Example: site:gov intitle:therapy intitle:massage -youth
 - Example: intitle:massage site:gov -youth intitle:therapy
 - 2. You can use multiple tricks in a single search. Keep in mind, however, the more tricks you use, the more you are narrowing your results. Meaning, you will get less results.
 - ii. site:
 - 1. Only use in Google, not Google Scholar or Google Books
 - 2. All lower case, no spaces
 - 3. Limits to domains (edu, gov, org)
 - 4. Example: "massage" site:gov
 - iii. "Quotes around a phrase" or "keyword"
 - 1. For a phrase, it keeps the words together (like super glue!). For a single word, it forces it to show up in Google. See #1 above for more explanation.
 - 2. Example: "cold therapy"
 - 3. Example: "pain"
 - iv. (-) sign
 - 1. Use if you don't want a word to show up
 - 2. Example: "cold therapy" -"ice pack"
 - 3. Example: "concussion" -youth
 - v. Intitle:
 - 1. Use to have a word show up in the title of the article
 - 2. All lower case, no spaces
 - 3. Example: intitle:impact intitle:"electric stimulation"
- b. Library database search tricks
 - i. AND

- When using the Advanced Search in databases, the AND is automatically in use when you use multiple boxes
- 2. You would want to use AND if you want both words to show up in the results
 - a. Example: impact AND ultrasound
- Using AND narrows results (and topic) giving you a smaller number of results
- ii. OR
 - You would want to us OR if you recognize there are similar words that mean the same thing (synonyms) and/or you want at least one of the keywords to show up
 - 2. Example: swelling OR edema OR inflammation
- iii. (*)
- 1. Use if you want to get all various endings of a root word
- 2. Example: therap*
 - a. This will automatically retrieve the following words in your search results: therapy, therapeutic, therapies, etc.
- iv. "Quotes around a phrase"
 - 1. For a phrase, it keeps the words together (like super glue!)
 - 2. Example: "blood flow restriction"
- v. Limit to abstract and/or title
 - You may want to do this to narrow your search (giving you a smaller number of search results)
 - 2. Abstract search limits it to that short paragraph (abstract)
 - 3. Title search limits the keyword to showing up in the title of the article
 - 4. Title searching is the narrowest way to search. Abstract searching is a happy medium between *title* search and "select a field" search



2. How do I search for articles in the library databases on the class website?

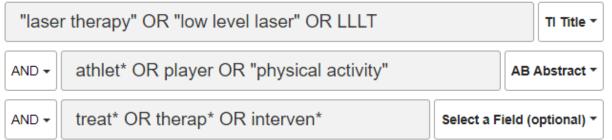
- a. First, you need to make sure you are in a good database. On the course webpage, look under "Find Research Articles" for a list of databases I would use. I have provided a brief description of what each database covers in general.
- b. Second, use the the search tricks outlined in this FAQ document.
- c. If you are still stuck (after an hour or more of searching), email me! I'd be happy to help!

3. How do I create a good search within library databases to get the best results?

a. I would use the search tricks outlined in this FAQ document. If after giving
it a try you are still stuck, make an appointment with me
 (bit.ly/meetwithangie) or email me and we will work through it together!

4. How do I search on the search engines that have multiple fields of input?

- a. When I see search engines, I often think of Google or Bing. If that is the type of search engine you mean, in most cases, they don't have multiple fields of input. The exception would be advanced Google Books or Advanced search in Google Scholar. In those cases, they fields are labeled.
- b. If you mean library databases, I use each field of input or box so that keywords and their synonyms have their own box. Within those boxes you can use the OR and (*). By using multiple boxes, you automatically are using the AND command (for more details of what that does, look above.) When using multiple boxes, you can also use the drop down on the right-hand side of the boxes to limit your words to the title, abstract, or anywhere. See example below for use of all of these things I've mentioned.



5. How do I properly use advanced searching in library databases?

a. If after giving the tricks from this FAQ document a try you are still stuck, make an appointment with me (<u>bit.ly/meetwithangie</u>) or email me and we will work through it together!

Bad Search Results

1. READ THIS FIRST!

- a. If you found yourself in this section, you've had a frustrating searching experience. Don't give up! Finding information takes time and more than one search attempt.
- b. If you are really stuck or frustrated, reach out to me (<u>angela.cox@uni.edu</u>) and we'll work together to figure it out!

2. My search didn't yield many results. How do I get more results?

- a. Your topic and/or keywords are too specific. Think either of more general terms or drop some of your keywords out. I've seen some students who search for a specific sport, gender, or part of the body. In many cases, you don't need that level of specificity for searching.
- b. Example: Instead of.... Taping sprained ankles in male basketball Try this..... ankle AND sprain AND taping
- c. You are probably tired of hearing this, BUT if in doubt and frustrated, email me! :) That's what I'm here for!

3. My search gave me over 1,000 results. What do I do?

a. Your topic is still too broad. You'll have to think of additional keywords to type in. Make sure you separate the keywords by AND.

- b. Example: concussion AND rest
- 4. Adding some keywords take away all of my search results (adding pain or impact to my original search). What should I do?
 - a. This can happen when you add more keywords into a search. There are a few different things I do when this happens to me.
 - i. First, I take off the words I just added and search again.
 - ii. I also re-look at my main keywords and adjust them either by adding related terms (synonyms) or following tips found in the Keyword section of this document.
 - iii. I also check the dropdown options. If I had it set to title, I try abstract or "select a field." If I have it set to abstract, I change it to "select a field."
 - 1. "Select a field" is the broadest way to search, followed by *abstract*, and *title* is the narrowest search.
 - 2. For a screenshot of what this area looks like, look above to the <u>Search Tricks</u> section.
 - iv. If after all of this (or even if you are in the middle of these steps), you are still frustrated or confused, email me and we'll brainstorm it together.
- 5. I revised my search and I am still not getting the results I expect. What do I do?
 - a. My initial response to this was.....you guessed it...email me! :)
 - b. But you could also go back to the answers from this section and try the various suggestions. Remember, researching takes time and lots of re-trying. You rarely get it right on the first, second, or even third time!
- 6. I used the Google tricks you taught in class, but they don't always work for me. What do I do?
 - a. My short answer is.....you guessed it.....email me!:)
 - b. There could be any number of things as to why it didn't work.
 - i. There could be different keywords that should be used.
 - ii. Not enough of the tricks were used (ending up in too many results and too broad).
 - iii. Too many tricks were used (ending up in too few results or a limited scope of results).
 - iv. It could be that Google Scholar isn't the best place to look for this topic.

c. In short, email me and we'll figure it out together!

APA Citations

1. How do I cite volume and issue in APA?

- a. This question is a bit complicated because I have found out that Dr. Weiss wants it a different way than what is seen in Purdue OWL or the style guide, so my answer is to follow what she wants you to do. I believe (although DOUBLE CHECK!) Dr. Weiss would like to see it this way:
 - i. Last, F.M. & Last, F.M. (Year published). Article title. *Journal Name, Issue*(Volume), pages.
- b. According to the style guide it should be:
 - i. Last, F.M. & Last, F.M. (Year published). Article title. *Journal Name, Volume*(Issue), pages.

2. How do I properly write in-text APA citations?

- a. Here are some basic ideas to remember:
 - Only use page numbers if you have a direct quote even if it's a partial quote.
 - ii. Punctuation:
 - 1. End quotes go before parenthesis
 - 2. End punctuation goes after parentheses
 - 3. Separate author name and publication year by a comma
 - 4. If citing multiple authors in the parenthesis, separate them by a semi-colon.
- b. Generally speaking, there are many ways to write in-text citations, but here are a few examples:
 - i. Cox (2019) states that the sky is blue.
 - ii. Many researchers (Cox, 2019; Smith, 2018; Lee, 2018) state that the sky is blue.
 - iii. The sky is blue (Cox, 2019; Smith, 2018; Lee, 2018).
 - iv. According to Cox (2019), "the sky is blue" (p. 345).
 - v. Cox (2019) states that "the sky is blue;" however, it's clear this phenomenon occurs only during the day (p. 345).

Mendeley & Citation Managers

- 1. How do I get the Mendeley plug-in on the side of the web browser?
 - a. You can use the Mendeley plug-in on Chrome, Firefox, Safari, or Internet Explorer.
 - b. Go here:https://www.mendeley.com/reference-management/web-importer#id_1
- 2. Can Mendeley be installed on a browser other than Google Chrome?
 - a. Do you mean the browser plug in? If so, see the question above. Otherwise, you can access the cloud-based Mendeley on any search engine by going to mendeley.com.
- 3. What do I do if my sources aren't syncing into Mendeley?
 - a. Follow these steps (bottom of page) first to see if that solves the issue. If not, email me!
- 4. Is it easier to cite manually or use Mendeley or another auto-generator?
 - a. This is really your preference. I prefer to snag the citation using Google Scholar or library databases and then fix it using the style guide or Purdue OWL. If you think it's easier to do it manually, go for it!:)
- 5. What are other citation managers I could use?
 - a. If you wanted to use another commercial product like Mendeley, try Endnote or Zotero. Both are free. You can access EndNote through a library database called Web of Science. For more details on EndNote, go here.
 - b. If you didn't want to use a commercial product, make your own system (I use Google Docs). The most important pieces to grab when you are researching are:
 - i. Citation pieces (or computer-generated citation)
 - ii. Permanent link (AKA permalink, permanent URL)
 - iii. PDF, if available

6. How do I keep articles organized when there are so many?

a. I'd suggest using some organizational system whether you use something like Mendeley or build your own. See above for the important details to capture when researching.

Article Access

1. READ THIS FIRST!

- a. If you found yourself in this section, you've had a frustrating experience finding the full text or figuring out if UNI has access to what you need. This can be a very messy problem to solve for students, professors, and librarians alike!
- b. Use some of the tips below, but if at any time you are really stuck or frustrated, reach out to me (angela.cox@uni.edu) and we'll work together to figure it out!
- 2. How do I find access to research articles when we don't have access to them? Do I have to come to the library every time?
 - a. If the library doesn't have access to them, you can request them through interlibrary loan. Before I request something through interlibrary loan, I usually check in Google Scholar to see if a PDF version is sitting out there for free.
 - b. It is much more likely that we will have electronic versions of journals more and more; however, we do have a few that are in print in the library in a section called UNI Periodicals which is located on the 1st floor of the library. When you are looking online, you'll know it is a physical item that you have to come to the library for if you see a call number (see

screenshot below):



- c. If you don't want to trek over to the library, we do have a digitization service where you can fill out a brief form and we will scan the article and send it to you. Here is a link to the form.
- 3. How do I find articles on Google Scholar? My Find it @ UNI doesn't always work?
 - a. A great question!! See my answer above in the "Google Scholar" section.
- 4. How do I check to see if I have access to articles through UNI library?
 - a. The answer immediately below answers this question best.
- 5. When I find a good abstract, but can't find the full text version on any databases for free, have I looked where I'm supposed to look? What if I can't get it?
 - a. There are many places to look for the full text. It really depends on the database you are using. In most cases, it is on the left-hand size and will say either "PDF," "HTML," or a yellow "Find it! @ UNI." In some databases, like PubMed, it is actually in the upper right-hand side of the page.
 - b. When I can't quickly find the full text of an article when using the databases, I go to Google Scholar. If the full text isn't available there and/or ends up being something we really don't have, request (at no cost to you) it through interlibrary loan. Haven't used interlibrary loan before? Look to the section <u>below!</u>

6. How can I tell if UNI has the article available when I'm in Google Scholar?

- a. If you look to the right of your results page, you should see a "Find it @ UNI" option.
- b. If you are using your own personal computer and you aren't seeing this, double check your settings to make sure that your computer is set up to catch article the library has access to. <u>Here are the steps</u> to double checking those settings.

Interlibrary Loan

1. What is interlibrary loan?

a. Interlibrary loan is a service that the library offers to get you the information you need if we don't have it. Our library has many things, but can't afford all of the information available on a given topic. We work with other libraries nationwide and share our information resources to serve our users.

2. How do I use interlibrary loan?

- a. You use interlibrary loan when we don't have access to something you are looking for.
- b. It doesn't cost you anything (it's free!) to request something via interlibrary loan.
- c. Keep in mind there is a slight delay in receiving materials if you use interlibrary loan. If it is electronic (an article, or book chapter), you will receive it via email anywhere from 2-7 days. Typically, it take 2-3 days. If it is a physical book that needs to come through the US Postal Service, then it will take 7-10 days.
- d. The steps to request an item through interlibrary loan <u>can be found here</u> or you can contact me (angela.cox@uni.edu).

Miscellaneous Questions

1. How do I determine a good research article from a bad/poor quality one?

- a. I'm assuming you mean how to determine if an article meets your needs quickly and/or efficiently. My answer is based on this assumption. There are different ways to do this. Here is what I do. When you are searching database results, I skim quickly article titles and the abstracts, and set aside those who fit. Then I look through those few I set aside, and skim the abstract (again!), the introduction and conclusion. Again, setting aside those who fit. Then, I re-read the articles reading the abstract, intro and conclusion and then read the methods, results and discussion.
- b. Even after following this process, it can still be difficult to tell if articles fit. Reach out to me (<u>angela.cox@uni.edu</u>) and we'll work together to figure it out!

2. How do I find a journal in the library that is not on the databases?

a. If you are searching by a specific journal, you can first see if the library has access to this journal by clicking on "Journal Search" on the library homepage.



- b. This will list what we have in print (located in UNI Periodicals) or online. For those that are online, it will list which database to search in for this particular journal.
- c. If it is a journal we do not own, I would look in Google Scholar. There's a strong possibility you'll be able to find it there.
- d. For more advanced journal level searching, email me. It gets a little tricky!!

3. How do I put articles into my own words?

- a. Ugh! This is one of the hardest skills to master, and it's something that you may not master while you are a UNI student. I would suggest either going to The Learning Center and meeting with a writing tutor or <u>making</u> <u>an appointment here</u>. <u>Here's additional information</u> on The Learning Center including hours.
- b. If you want to give it a strong go on your own, here are a few links including examples of good/bad paraphrasing:
 - i. https://www.youtube.com/watch?v=7syE6AMRA7k
 - ii. https://writing.wisc.edu/Handbook/QPA_paraphrase.html
 - iii. https://academicguides.waldenu.edu/writingcenter/evidence/paraphrase/effective
 - iv. http://www.easybib.com/guides/students/research-guide/paraphrasing-patchwriting-direct-quotes/b-an-example-of-an-effective-paraphrase/

4. How do I find similar but different articles that weren't all published in the same year?

- a. Two quick ways I can think of (think snowball technique):
 - i. Look at the references of the articles you found. These will be older articles.
 - ii. Use the "Cited by" feature in Google Scholar. These will be newer articles that have cited the article you have. See more details here on how to use the "Cited by" feature.

5. Are reviews considered primary sources?

- a. I assume you mean either literature reviews or systematic reviews, and not something like book reviews. My answer is based on that assumption. In my opinion, they would count more as a secondary source, but I would defer to Dr. Weiss.
- 6. How do I find recent studies compared to "popular" ones? Is using the "Since X date best?
 - a. Yes! I would say that limiting your date range is the best way to do this.