Academic Information Literacy for Bachelor’s and Master’s Theses

Science & Engineering Library
Waseda University
5 April 2012
Contents

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4. Field-Specific Databases
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1. Research Activities and Academic Information

A Cycle of Accumulating and Leveraging Information

**Research activities:** experiments, studies, analyses etc.

- Selecting and deciding on a research theme
- Searching academic information from past to present
- Finding academic articles / Collecting factual data and information
- Presenting results: academic journals, conference presentations (proceedings), patents, technical reports, theses

**Accumulating results**

Databases
- Web of Science
- SciFinder Scholar
- MathSciNet

Fact Databases

**Basic Knowledge about Information Retrieval for Tohoku University Students. Natural Science Edition 2005.**
1.1. How to Find Relevant Academic Papers

- References (listed at the end of books and articles)

- Databases
  Select academic articles on your theme. Some journals are available to read full text online.
1.2. What is “References”?

- At the end of academic articles is a list of literature (references) the paper’s author either cited or referred to in the writing of the work.
- Much of the literature in reference lists is essential reading for anyone engaged in research on the same or similar theme.
- The style of notating references depends on the research field and the academic journal. It is imperative that you become acquainted with the referencing style in your field.

Ex. SIST 02

『参考文献の役割と書き方』 (A)
1.2.1 Roles of Bibliographies

A p.4

- Show of your article’s novelty, originality and credibility
- Show respect for previous authors (forerunners / predecessors)
- Clarify reference sources
- Provide information to readers
1.2.2 How to read bibliographic data

★ Ex. Journal article (in Japanese)
A p.9

松原茂樹、加藤芳秀、江川誠二. 英文作成支援ツールとしての用例文検索システムESCRIT.
Authors
援助ツールとしての用例文検索システムESCRIT.
Article title
情報管理. 2008, vol.51, no.4, p.251-25
Journal title, year of publication
vol. no. pages
1.2.2 How to read bibliographic data

A p.11

松原茂樹、加藤芳秀、江川誠二. 英文作成支援ツールとしての用例文検索システムESCRIT.
情報管理. 2008, vol.51, no.4, p.251-259,

DOI (Digital Object Identifier), URL, Date of access
1.2.2 How to read bibliographic data

A p.14

村主朋英. “医学分野における動向.”
Author Article title
電子メディアは研究を変えるのか．倉田敬子編.
Book Title Writer & editor
勁草書房. 2000, p.59–97
Publisher Year of Pages
1.2.2 How to read bibliographic data

★ Ex. Abbreviation of English journal


Author J. title(abbreviated) vol.
Starting (Y. of publication)
Page
2. Academic Journals

- Published by academic societies & academic presses.
- Important to know the journals in your research field.
- Printed and Online journals are available.
- Online journal has become main source.
- Majority of foreign journals subscribed by Science & Engineering Library are available online only.
Online journals, electronic journals, or e-journals are available in full text online.

The online journals are available only to the WU faculty members and students. They can be viewed on the University network.

In order to connect from off-campus, please log on to off-campus access. Please read Terms and Conditions for Use of Licensed Electronic Resources before accessing online journals.
What is Off-Campus Access:
Off-campus access service allows you to connect to the library's subscription online databases, e-journals, and e-books remotely from home or while traveling.

Who is eligible:  
Off-campus Access is available to current Waseda University undergraduate students, graduate students, full-time faculty and staff. You will need your Waseda-net authentication ID and password for authentication. Part-time lecturers are not eligible for off-campus access.

Terms and Conditions for Use of Licensed Electronic Resources
- Copyrights for databases and electronic journals belong to the authors or service providers. These rights are protected under the copyright laws and international agreements.
- Databases and electronic journals are restricted for use by Waseda University students, faculty and staff only.
- You must keep the terms of conditions of each service. Be sure to check the "Terms and Conditions" or "User Agreement".
- You can download or print out the contents for the purpose of your own investigation or research, and to the extent necessary to your use, unless otherwise stipulated.
- Users are strictly prohibited to download data through automatic programming, etc. Moreover, downloading a large volume of data in short period of time by hand and/or systematic downloading of specified journals may also be considered as 'inappropriate.'
- You must not reproduce, distribute or alter the contents without the provider's permission unless you do it for your personal use.
- If any of the above terms are violated, the provider may suspend access by the entire university to the service. Library may make a claim for the damages; report the matter to your school/department or take an appropriate action.

[Accept and Login] [Do not accept]
学外アクセス (早稲田大学図書館)

認証ID
*すべて半角で入力してください
*アルファベットは小文字に変換して入力してください

<table>
<thead>
<tr>
<th>教職員</th>
<th>w123456 (頭にwをつけて教職員番号6桁)</th>
</tr>
</thead>
<tbody>
<tr>
<td>学生</td>
<td>1206g1239 (学生証の番号から&quot;-&quot;を除き9桁にする)</td>
</tr>
<tr>
<td>*注意</td>
<td>学籍番号がすべて数字の方のみ、最後の桁を下の変換表のとおり変換して下さい。</td>
</tr>
<tr>
<td></td>
<td>40031234-5 --&gt; 40031234f (末尾&quot;5&quot;を&quot;f&quot;に変換)</td>
</tr>
<tr>
<td></td>
<td>97031999-8 --&gt; 97031999j (末尾&quot;8&quot;を&quot;j&quot;に変換)</td>
</tr>
</tbody>
</table>

変更前 0 1 2 3 4 5 6 7 8 9
変更後 a b c d e f g h j k

Login ID  *all in lowercase

Faculty  w123456 (w + Your faculty ID number)

* Switch to Japanese
<table>
<thead>
<tr>
<th>日本語</th>
<th>すべてのデータベースから選ぶ &gt;&gt; 学術情報検索トップページ</th>
</tr>
</thead>
<tbody>
<tr>
<td>日本語</td>
<td>電子ジャーナルを雑誌名から探す &gt;&gt; 電子ジャーナルポータル</td>
</tr>
<tr>
<td>日本語</td>
<td>電子ブックを探す &gt;&gt; 図書館蔵書検索（WINE）</td>
</tr>
<tr>
<td>英語</td>
<td>Select databases &gt;&gt; Access to Academic Information</td>
</tr>
<tr>
<td>英語</td>
<td>Find E-Journals by Title</td>
</tr>
<tr>
<td>英語</td>
<td>Find EBooks &gt;&gt; Library Catalog (WINE)</td>
</tr>
<tr>
<td></td>
<td>LEX/DB（TKC法律情報データベース）</td>
</tr>
<tr>
<td></td>
<td>第一法規法情報総合データベース</td>
</tr>
</tbody>
</table>
2.2 Advantages of Online Journals

- No time lag in obtaining journals.
- Articles can be read on the Web before the print copy is issued.
- An increasing number of full-text articles and references are accessible directly from DBs.
- Articles can be accessed anytime from anywhere (No need to wait for journals that are in use by others or being bound.)
2.3 Access Online Journals

- Links to online journals in **WINE**
  Records with “**WEB**” after the title in the search results lead to online journals.
- **The Waseda Portal for Online Journals**
  Addition to current and archived issues, field-specific lists of journals are also provided.
- Using the “**Waseda E-resource Portal**” page on the Library’s Web site
  Specific Databases are also searchable.
2.4 Search Academic Journals

a  Search the WU Library collections
   Print + Online journals
b  Search domestic libraries holding material
c  Search overseas libraries holding material
d  Retrieve on the Internet
2.5 Searching Journals in WU

WINE

Print versions / Web versions

本庄 (honjou) : Honjo Deposit Library
(in Saitama Pref.)

増設 (zousetsu) : One of the stack rooms in Sci. & Eng. Library (B2)

The Waseda Portal for Online Journals

Online journals
<table>
<thead>
<tr>
<th>Num</th>
<th>Mark</th>
<th>Title</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>IEEE transactions on professional communication</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>IEEE transactions on professional communication (Online) : WEB</td>
<td></td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td>IEEE transactions on professional communication / Institute of Electrical and Electronics Engineers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Imprint</strong></td>
<td>New York : Institute of Electrical and Electronics Engineers, c1972-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Identity</strong></td>
<td>31-45&lt;1988-2002&gt; ; 本庄</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>D-SCI. &amp; ENG. LIBRARY</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Lib. Has</strong></td>
<td>15-45&lt;1972-2002&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Descript</strong></td>
<td>v. : ill. ; 28 cm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pub Date</strong></td>
<td>Vol. PC-15, no. 1 (Mar. 1972)-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ISSN</strong></td>
<td>0361-1434 0018-9405 0099-9474</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1 record retrieved for the search: Title begins with “IEEE transactions on professional”

IEEE transactions on professional communication (0361-1434) from 1988 to present in IEEE/IET Electronic Library (IEL)
2.6. Search Journals in Japan

- **CiNii Books**
  catalog database of books/periodicals held by the libraries of universities and other institutions across the country.

- **NDL-OPAC (National Diet Library)**

- **JST Holdings Catalogue**
  Search materials held by the Japan Science and Technology Agency.
  Includes materials listed on "JDream II".
2.7. Search Journals Not Available in Japan

The British Library

- a system for retrieving the BL’s collections
- one of the world’s most extensive collections of science and engineering periodicals.
2.8. Search on the Internet

- Author’s own site
- Research group’s site
- Institutional repository etc…
- Some full-texts available beyond publishers’ or journal sites

* Also useful for searching Google Scholar connecting with WU network
### 2.9 Major E-Journal Sites

<table>
<thead>
<tr>
<th>title</th>
<th>outline</th>
</tr>
</thead>
<tbody>
<tr>
<td>SciVerse ScienceDirect</td>
<td>about 2,000 journals</td>
</tr>
<tr>
<td>Springer LINK</td>
<td>about 1,240 journals</td>
</tr>
<tr>
<td>Taylor &amp; Francis Online</td>
<td>about 1,300 journals</td>
</tr>
<tr>
<td>Wiley Online Library</td>
<td>about 1,400 journals</td>
</tr>
<tr>
<td>Nature.com</td>
<td><em>Nature</em> &amp; its 17 offshoot journals</td>
</tr>
<tr>
<td>ScienceOnline</td>
<td><em>Science</em> &amp; free contents</td>
</tr>
<tr>
<td>Informahealth care</td>
<td>about 170 medical &amp; pharmaceutical journals</td>
</tr>
</tbody>
</table>
2.10 Find abbreviation of journal titles

What is the full title of **Appl. Phys. Lett.**?

Search on WINE →
<table>
<thead>
<tr>
<th>Num</th>
<th>Mark</th>
<th>TITLES (1-2 of 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Appl. phys. lett :</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Appl. phys. lett. (Online) : WEB</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><em>Applied physics letters.</em></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Imprint</strong></td>
<td>New York: American Institute of Physics, 1962-</td>
<td></td>
</tr>
<tr>
<td><strong>Identity</strong></td>
<td>本庄</td>
<td></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>D-SCI. &amp; ENG. LIBRARY</td>
<td></td>
</tr>
<tr>
<td><strong>Lib. Has</strong></td>
<td>1-89&lt;1962-2006&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>Descript</strong></td>
<td>v.</td>
<td></td>
</tr>
<tr>
<td><strong>Pub Date</strong></td>
<td>Vol. 1 (Sept. 1962)-</td>
<td></td>
</tr>
<tr>
<td><strong>ISSN</strong></td>
<td>0003-6951</td>
<td></td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>Monthly, 1962; semimonthly, 1963-1985; weekly, 1986-&lt;br&gt;Issued as companion to: Journal of applied physics.&lt;br&gt;Issued also online via the World Wide Web; fulltext articles for &lt;Oct. 3, 1994&gt; and abstracts (beginning with issues for subscribers with print subscription and/or site license; fullt...</td>
<td></td>
</tr>
</tbody>
</table>
2.10 Find abbreviation of journal titles

What does \textit{Russ J Numer Anal Math Model} stand for?

Retrieve WINE $\rightarrow$
<table>
<thead>
<tr>
<th>Mark</th>
<th>Title</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Russ. j. ecol. (Online)</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. j. genet. (Online)</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. j. inorg. chem. (Online)</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. j. non-ferr. met. (Online)</strong></td>
<td>WEB</td>
</tr>
</tbody>
</table>

Your entry **russ j numer anal math model** would be here.

<table>
<thead>
<tr>
<th>Mark</th>
<th>Title</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Russ. j. plant physiol.</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. lang. j.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Russ. linguist.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Russ. Linguist. (Dordr., Online)</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. Lit. (Online)</strong></td>
<td>WEB</td>
</tr>
<tr>
<td></td>
<td><strong>Russ. lit. tria.</strong></td>
<td></td>
</tr>
</tbody>
</table>
2.10 Find abbreviation of journal titles

What does *Russ J Numer Anal Math Model* stand for?

WINE → No search results

CiNii Books → Add “*” to each word and search by *Russ* *J* *Numer* *Anal* *Math* *Model* →
Search Results: 1-2 of 2

1. **Russian journal of numerical analysis and mathematical modelling**
   - VPS  c1992-
   - Available at 2 libraries

2. **Mathematical models and numerical methods**
   - editors of the volume, A. N. Tikhonov ... [et al.]
   - PWN–Polish Scientific Publishers  1978  Banach Center publications v. 3
   - Available at 10 libraries

Related Authors

Tikhonov, Andreĭ
<table>
<thead>
<tr>
<th>Num</th>
<th>Mark</th>
<th>Titles</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Russian journal of numerical analysis and mathematical modelling.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Russian journal of numerical analysis and mathematical modelling (Online) : WEB</td>
<td>1992-</td>
</tr>
</tbody>
</table>
3 Search academic papers in science and engineering

- Search academic papers by using secondary DB information
- Able to find important articles from abstracts, citation frequencies, relevant literature etc…

* DBs are not mere web search engines.
## 3.1 Web Search Engines & Databases

<table>
<thead>
<tr>
<th></th>
<th>Web Search Engines</th>
<th>DBs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td>goo, Google, Yahoo</td>
<td>WINE, CiNii Articles, J-DreamII, <em>Asahi Shimbun</em> : Kikuzo</td>
</tr>
<tr>
<td><strong>Collections</strong></td>
<td>Accessible information on the Internet; unspecified. Inaccessible to many fee-charging DBs.</td>
<td>Specific information in the relevant field; Each DB defines its policy and coverage.</td>
</tr>
<tr>
<td><strong>Reliability of Source</strong></td>
<td>Information: mixture of wheat and chaff</td>
<td>Peer-reviewed and highly reliable</td>
</tr>
<tr>
<td><strong>Subject coverage</strong></td>
<td>Limited</td>
<td>Wide</td>
</tr>
<tr>
<td><strong>Advanced search</strong></td>
<td>N/A</td>
<td>Available</td>
</tr>
<tr>
<td><strong>Coverage</strong></td>
<td>Relatively new</td>
<td>From old to new</td>
</tr>
<tr>
<td><strong>Access fee</strong></td>
<td>Free of charge</td>
<td>Mostly fee-based</td>
</tr>
<tr>
<td><strong>Focused field</strong></td>
<td>Latest information, lifestyle/ hobby Obtainable: Full text retrievable, if bibliographically listed (registered)</td>
<td>Specialised information Academic information Business information</td>
</tr>
</tbody>
</table>
### 3.2 Comparison of Google & JDream II

<table>
<thead>
<tr>
<th></th>
<th>Google</th>
<th>JDream II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor</strong></td>
<td>Google Inc.</td>
<td>Japan Science and Technology Agency (JST)</td>
</tr>
<tr>
<td><strong>Search Range</strong></td>
<td>Accessible information on the</td>
<td>Bibliographic information in Japanese and foreign languages related to</td>
</tr>
<tr>
<td></td>
<td>Internet; unspecified</td>
<td>science and technology; medical, pharmaceutical, dental, nursing,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>biological and veterinary sciences related documents; patents, low-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>molecular organic compounds DB, MEDLINE (medical information), etc.</td>
</tr>
<tr>
<td><strong>Search terms</strong></td>
<td>Keyword (natural language)</td>
<td>Keyword (natural language + orthographical variants + thesaurus terms),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Author ID, Affiliation, Title, Subject, Abstract, Classification code</td>
</tr>
<tr>
<td><strong>Fixed categories</strong></td>
<td>Language, File format,</td>
<td>Search range, language, affiliation, publication year,</td>
</tr>
<tr>
<td></td>
<td>Timespan, Site, Domain</td>
<td>classification, document types (original paper brief paper / review /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>commentary / conference paper / notes etc.), country of origin, volume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number</td>
</tr>
</tbody>
</table>
### 3.3. Retrieving Databases

<table>
<thead>
<tr>
<th>Title</th>
<th>Supplier</th>
<th>Advantages</th>
</tr>
</thead>
</table>
| CiNii Articles    | NII          | • Japan’s largest collection  
                  |               | • Whole field                                                     |
| JDreamII          | JST          | • Entire field of science and technology                         |
| SciFinder         | CAS          | • More than 10,000 journals from 1808  
                  |               | • Comprehensive chemistry and related scientific information     |
| SciVerse Scopus   | Elsevier     | • More than 19,500 journals since 1966  
                  |               | • Entire field                                                   |
| Web of Science    | Thomson Reuters | • Over 12,000 journals from 1900  
                  |               | • All disciplines                                                |
4. Field-specific Databases

- DBs: Various fields exist in Science and Engineering.
- Need to understand different functions of each database for effective search.

Waseda E-Resource Portal

Lists categorized by specific academic fields can be accessed (from top centre on the screen)

Able to keywords search; bottom centre of the screen

ex.) IT area  Gartner Research Services
Mathematics  MathSci Net
Find databases by subject or resource type

Subject: [Dropdown]
Resource type: [Dropdown]

Find databases by title or keyword

Search for: [TextField]

Browse databases by title (A to Z list)

A B C D E F G H I J K L M N O
This is a screenshot of the Waseda E-Resource Portal. It shows a search interface for finding databases by subject or resource type. There are options to search by subject and resource type, and a section for recommended databases. The portal also includes links to find books, journal articles, newspaper articles, and other resources. The interface is available in multiple languages, including English.
### 5 Specialised Materials

<table>
<thead>
<tr>
<th>Type of Materials</th>
<th>Terms Used in Bibliographies</th>
<th>Notation Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical reports</td>
<td>Report IDs are combinations of letters and numbers</td>
<td>ORNL-TM1501</td>
</tr>
<tr>
<td>Standards</td>
<td>Standard (Stand.) Abbreviated name (JIS, ISO, EN, ANSI, ASTM)</td>
<td>ASTM Stand. D 2487 ISO 9000</td>
</tr>
</tbody>
</table>
5.1 What are “Conference Proceedings”?

- Minutes of presentations at academic conferences and symposiums held by academic societies and research group
- Conferences in natural sciences is the fastest way to announce research result.
- Published or released without peer reviews
- Often published as special issues or supplements to books or journals (especially in the case of international conferences)

- Ex: Cramton, P.; , "Electricity market design: the good, the bad, and the ugly, (CSMAR08)“System Sciences, 2003.

Name and Date of the conf.(proc.)
5.2 What are “Technical Reports”?

- Individual report numbering schemes
- Published irregularly
- One article per report
- Very prompt announcement
- No page limits, and detailed contents
- Hard to obtain
- Issued without peer review, quality and content is not stable

ex.) Dunigan, T. PVM and IP multicast. ORNL/TM-13030, 1996

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Report no.</th>
<th>Year of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunigan, T.</td>
<td>PVM and IP multicast</td>
<td>ORNL/TM-13030</td>
<td>1996</td>
</tr>
</tbody>
</table>
5.3 Theses and Dissertations

- Very detailed and many are highly valued because they have undergone thorough examinations
- Most are not sold and are difficult to obtain
- Stored in bulk by the degree-granting organisation or other collection bodies

Example:

堀田雅行. ACNU感受性CHO細胞のDNA修復欠損. 
Author Title
博士論文. 東北大学, 1993.
Degree Granting organisation Year of degree

Example:

McCall, C.R. Selective dissolution
Author Title
Degree Granting organisation Year of degree
5.4 Patents

- The patent system is intended to grant and protect the inventor’s exclusive rights to an invention for a fixed period of time and to encourage further industrial development by making the details of inventions public.

- Patents are important materials for research in many fields, including chemistry, pharmacy, life sciences, and engineering.

ex: 東北大学長. 坂田昌弘ほか. 水素製造方法. 特開平10-251001

ex: A. Inoue, E. Makabe, Process and apparatus…,

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Inventor</th>
<th>Invention title</th>
</tr>
</thead>
</table>

| US pat.   | 6,427,753, 1999 |

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<tr>
<th>Country code</th>
<th>Number</th>
<th>Year</th>
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## 5.5 Standards

<table>
<thead>
<tr>
<th>Type</th>
<th>Acronym</th>
<th>Country / Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>International</td>
<td>ISO</td>
<td>International Organization for Standardization</td>
</tr>
<tr>
<td>standards</td>
<td></td>
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<tr>
<td>Regional</td>
<td>EN</td>
<td>European Norm</td>
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<tr>
<td>standards</td>
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<tr>
<td>National</td>
<td>ANSI</td>
<td>American National Standards Institute</td>
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<tr>
<td>standards</td>
<td>BS</td>
<td>British Standards Institution</td>
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<td></td>
<td>DIN</td>
<td>Deutsches Institut fur Normung</td>
</tr>
<tr>
<td></td>
<td>JIS</td>
<td>Japan *held at Science &amp; Engineering Library</td>
</tr>
<tr>
<td>Industry</td>
<td>ASTM</td>
<td>American Society for Testing and Materials</td>
</tr>
<tr>
<td>standards</td>
<td>ASME</td>
<td>American Society of Mechanical Engineers</td>
</tr>
<tr>
<td></td>
<td>IEEE</td>
<td>The Institute of Electrical and Electronics Engineers</td>
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</table>
6 RefWorks: Online Research Management Tool

- Managing bibliographic information
  Allows you to create a personal bibliographic database by importing references from WINE or online DBs.

- Creating reference lists automatically
  Able to create citations and reference lists by using imported data

- Web-based services
  Accessible from anywhere such as home. Able to share research with colleagues.
6.2 How to use RefWorks

1. Create Your Own Personal Account
   When registering your own personal account, you must be at a computer connected to WU network.

2. Log in to RefWorks
   For off-campus access, a Group Code is required. The code is sent to you in the automated email that you will receive when you create your own RefWorks account.
6.2 How to use RefWorks

3. Importing Data
   - direct importing
   - Importing a file is also available

4. Creating lists of citation and bibliographies
   - Write-N-Cite (plug-in to MS Word)
     Enables you to create your citations and your bibliographies by dropping down data in your paper.
6.3. Example of using RefWorks

- Log in to RefWorks on the site of the WU Library website.
- Able to import search results from SciVerse Scopus.
- Bibliographies formatted with Applied Physics Letters etc are automatically generated.
7 Obtain Materials Not Held at the Sci. & Eng. Lib.

What is ILL?
Interlibrary Loan

- Request copies of books and materials
- Request loans of books and materials
- Visit the library which holds the books and materials (a letter of introduction is necessary in some cases)
- Also Available to request materials from abroad
7.1 How to Request ILL

Waseda-net portal
   → System Services
      → Library online request
         → (Select your inquiry) ILL
Top Page
Mail Transition
Classes and Course Registrations
Student Life
International Programs
Career Compass
Open Events and Speeches
Tomon Alumni Community
My Profile
System Services
- Second Mail
- Activation
- Waseda-net Mail
Application
Questionnaire
- Library online request
Information Ethics
- Information Ethics

Information

Database Trial Information
System Servi
2011/06/11 Dept. of Information Management
Library Online Request Form

Basic information

- After you fill in/select each box, press "NEXT".
- Press "QUIT" to cancel the request.
- If you are a junior high school/high school student, do not use this form and please ask at the library of your school.

(*)Required

ID Number : XXXXXXX1X0031
Affiliation : School of Creative Science and Engineering
Name : 上原 一郎
Name(In Alphabet) : WASEDA, Ichiro
E-mail address : ~~~~@toki.waseda.jp
Status (*) : Graduate Student (Master's Program)
Grade (*) : 1
Select your inquiry (*) : --- Please select ---

--- Please select ---
ILL (Interlibrary Loans)
Letter of Introduction
Purchase Requests
Request for books in 'PROCESS'
7.2 Library Online Request Services

Interlibrary Loan
Letter of Introduction
Purchase Requests
Request for books in ‘PROCESS’
Online References
Inquiry (Check the situation, or change the details of your request)
7.3 Request ILL

- Availability differs on holding libraries.

For details, please visit our webpages of

Material transferring service between Waseda libraries
Interlibrary Loans from non-Waseda Libraries (For Waseda users only)
7.4 Letter of Introduction

- **WU Libraries**
  Undergraduate students are required to access S. Takata Library & School Libraries

- **Non-WU libraries**
  Required in many cases

- **For details, please visit WU Library HP**
  [Visiting non-Waseda Libraries (For Waseda users only)]
7.5 Before Requesting ILL

Material you need is REALLY not to be obtained at WU?

*Percentage of Cancellation: about 20%*

Please check again the following sources:
- WINE
- The Waseda Portal for Online Journals
- CiNii Books
- Google Scholar connecting to WU network
Thank you!

WU Library HP
Guides & Tutorials on Waseda E-Resource Portal

How to use library and search information of
Waseda Life ABC in CourseN@vi  Theme 3