

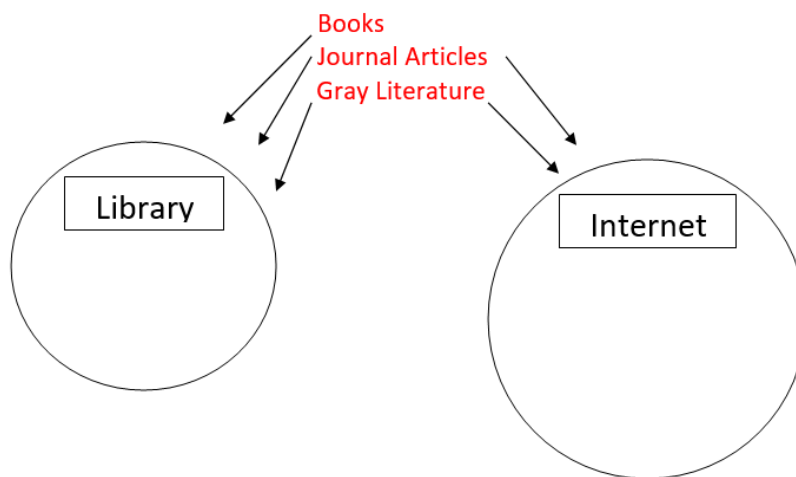
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**Note:** This Guide primarily covers the use of library and internet search engines. **Information on useful search strategies is available in a companion Guide** "Scholarly Information Search: Overview and Strategies." This companion Guide can be obtained from D. Schwieder at the email address listed above.

## Scholarly Information Search: Finding Books Journal Articles and Other Sources

Generally speaking, there are three types of scholarly resources that you can find and use: **books, journal articles** and so-called "**gray literature**" sources (more about this last category later).

There are two places to search for these sources: the **UF Libraries** and the **Internet**



As you can see, books are found only in the library, and journal articles and gray literature can be found both in the library and on the internet. This Guide will show you how you can find these three types of sources in these two places.

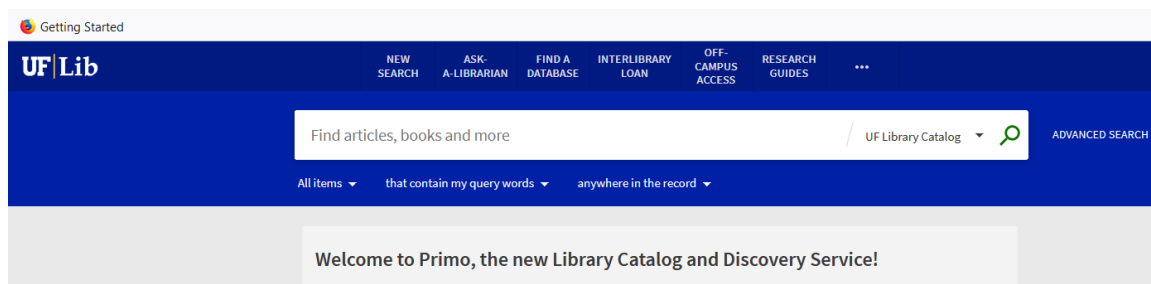
**IMPORTANT NOTE:** Many types of library materials are now online in electronic form. This includes e-books, theses and dissertations, and virtually all journal articles. You can access these directly when you are on campus, but to access these materials from off-campus, you will have to log into the UF computer network. To do so, go to the Library home page, [www.uflib.ufl.edu](http://www.uflib.ufl.edu) and put your cursor over "Using the Libraries," then click "Off-Campus access."

On the right, you will see a download link for the UF Virtual Private Network (VPN), a program that will allow you to connect with the UF network. You will have to download a small piece of software, and install it on your computer (much like doing this with Adobe Acrobat Reader or Flash).

## *Finding Books*

### Book Search Engine: UF Library Catalog

[www.uflib.ufl.edu](http://www.uflib.ufl.edu) → Put your cursor over “Find.” Then click “Books” then click “Library Catalog.”



### Simple Book Search

Start by coming up with search terms to find books on your topic. Type your term into the search slot and click the Search button.

**You should experiment with different search terms—often a slightly different wording will produce different or better results.**

After you do a search, you will also see **search limiters** on the left side of the results page. These can further focus your search.

For more information on devising good search terms and using limiters in the Library Catalog, see the companion Search Guide: “Scholarly Information Search: Overview and Strategies.”

## *Finding Journal Articles*

### Journal Article Search Engine: UF Library Databases

The UF Libraries have several ways to find journal articles on a topic. Generally speaking, databases can provide the most specific search results.

Two general databases allow broad searches for journal articles: Academic Search Premier and ProQuest.

*To access these databases, go to the library home page [www.uflib.ufl.edu](http://www.uflib.ufl.edu) then **put your cursor over** “Find.” Then click “Databases” then click “Project Starter Databases.” You should now see the link for Academic Search Premier. (You may have to scroll down a bit to see this link) To access ProQuest, scroll down a bit farther.*

After you do a search, you will also see **search limiters** on the left side of the results page. These can further focus your search.

**For more information on devising good search terms and using limiters, see the companion Search Guide: “Scholarly Information Search: Overview and Strategies.”**

## **Journal Article Search Engine: Google Scholar**

Google Scholar can also be used to find journal articles. Scholar is the “academic” search tool offered by Google. It is different than “Basic” Google and has its own web address:

[www.google.com/scholar](http://www.google.com/scholar)

(Scholar will sometimes find other types of resources, but most of the results will be journal articles.)

**Note:** To access many of the journal articles in Google Scholar, you will need to be logged into the UF computer system (**Scholar and the Libraries are “Hot Linked”).** To log in, you must download and install the VPN. (See the instructions on page 1 of this Guide).

## ***Finding Gray Literature***

So far, we have covered searching for books and journal articles. These are the two most important types of scholarly sources.

However, many other types of sources are also available. These other sources are often called “gray literature,” which refers to formally unpublished materials like government documents and institutional reports.

Using Google is typically the best way to look for these sources: [www.google.com](http://www.google.com)

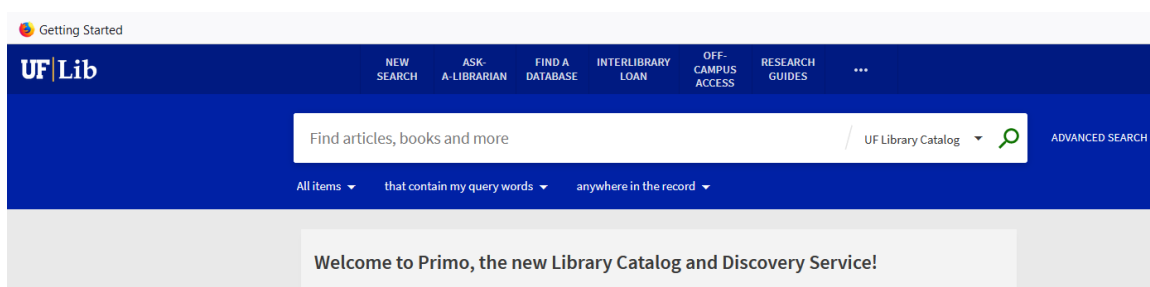
**Combining Google with several kinds of “limiters” will help you to narrow and focus your search. Limiters are crucial—they allow you to do much better searches on Google. For more information on devising good search terms and using limiters, see the companion Search Guide: “Scholarly Information Search: Overview and Strategies.”**

# Advanced Strategies for Finding Books, Journal Articles and Gray Literature

## *Finding Books*

### Book Search Tool: UF Library Catalog

[www.uflib.ufl.edu](http://www.uflib.ufl.edu) → Put your cursor over “Find.” Then click “Books” then click “Library Catalog.”



Start by coming up with your own search terms to find books on your topic. (This is called a “Keyword Search.”) Type your term into the search slot and click the Search button.

### Advanced Book Search Strategy 1: Subject Heading Search

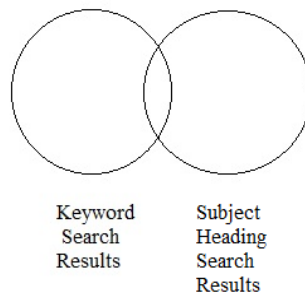
When you do a Keyword Search, this will produce a set of results. When you find a book that looks relevant to your topic, click on the title of that book. This will show you a screen with information on the book. This information will include Subject Headings. These will always be blue links labeled **Subject** located a few lines down in the results. Here you can see the Subject Headings for a book on “voting research”:

Details	
Creator	<a href="#">Federal Voting Assistance Program (U.S.)</a> >
Title	<a href="#">Voting assistance guide, 1998-99 : assistance for citizens covered by Absentee Voting Act, 42 USC 1973ff.</a>
Publisher	Washington, D.C. : Federal <a href="#">Voting Assistance Program</a>
Creation Date	1998
Format	354 pages : illustrations, forms ; 28 cm
Identifier	OCLC : (OCoLC)41474247 GOVDOC : D 2.14:VAG 98-99
MMS ID	990216820860306597
Subject	<a href="#">Absentee voting -- United States</a> > <a href="#">Absentee voting</a> > <a href="#">United States</a> >

**You can also use these Subject Headings to do a search.**

In the results, click on the blue link/term that is closest to your topic. This will take you to a new results screen, showing the “hits” that match your new search.

This will often produce a different set of results than your keyword search did (though there will usually be some overlap). Often, this second set of results will be better.



### **Advanced Book Search Strategy 2: Use UBORROW to find books not available at UF:**

So far, we have been searching only in the UF Library. However, you can easily search all the state university libraries in Florida, which will give you a wider variety of sources to choose from.

To do this, you will slightly modify the searches shown above. These searches were done, by default, only in the UF Library. To search all the state university libraries in Florida, click on the triangular “drop down” icon to the right of where it says “UF Library Catalog” and then click on “Statewide Catalog.” Clicking on the green magnifying glass icon on the right will then search all of these libraries (including UF). If you find something you want, at another library, you can sign in to request it and have it sent free of charge to the UF Libraries.

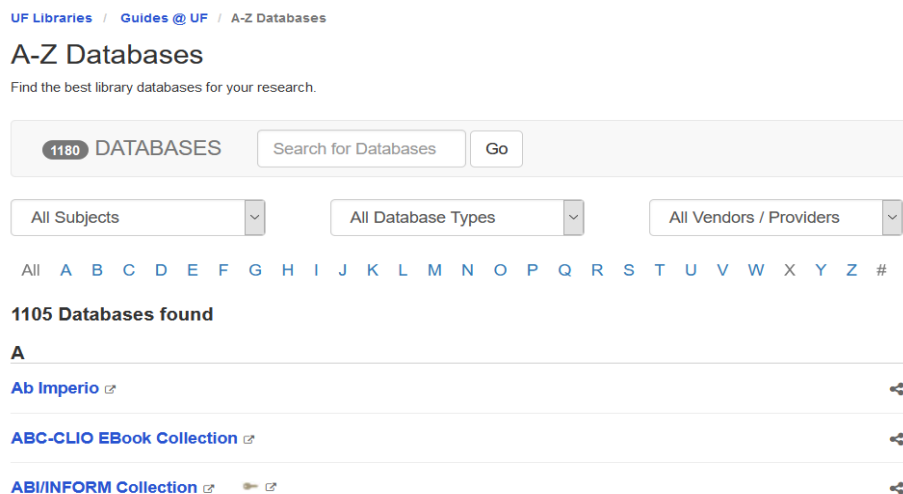


## *Finding Library Journal Articles*

### **Advanced Journal Article Search Strategy 1: Use Discipline-Specific Databases**

So far, we have focused on using general journal article databases. However, you can also find and search one or more advanced, subject-specific databases that specifically cover your discipline or scholarly field:

[www.uflib.ufl.edu](http://www.uflib.ufl.edu) → **Put your cursor over “Find.”** Then click “Databases” then click “A-Z List of Databases.” You should see this:



You can search through the list alphabetically, if you wish. But often it is faster to enter the name of your discipline into the search slot at the top. For example, you could enter “chemistry” or “politics” or “political” for political science.

**You may have to experiment with different names to find one that works—databases don’t necessarily have the names you would expect.**

**If you are in STEM or a medical field, the Health Science Library and Marston Science Library also have lists of their databases:**

<https://guides.uflib.ufl.edu/HSCLibdatabases>

<https://guides.uflib.ufl.edu/sciencedatabases>

### **Advanced Journal Article Search Strategy 2: Find and Search Within Relevant Journals**

Another useful strategy involves searching through specific journals in your field or area of interest. This can be another excellent way to find a lot of useful articles.

[www.uflib.ufl.edu](http://www.uflib.ufl.edu) → *Put your cursor over “Find.” Then click “Journals” then click “Find Journals.” This will bring up:*

In the search box, just type one or two words from your topic or academic fields. Let’s say your topic is “climate change.” So you enter the general topic of “climate” into the search box.

This will give you a listing of all UF Library journals with the word “climate” in the title.

If you did this, one of the results would be a journal named *Climate*. If you click the name of the journal, you will then see a search slot where you can enter specific terms, say “energy and climate” for example. You can also click the link “View Journal Contents” to browse the table of contents for various issues of the journal.

**This approach can be enormously productive, because when you find a journal focusing on your topic area, you can search across decades of articles with just one search.**

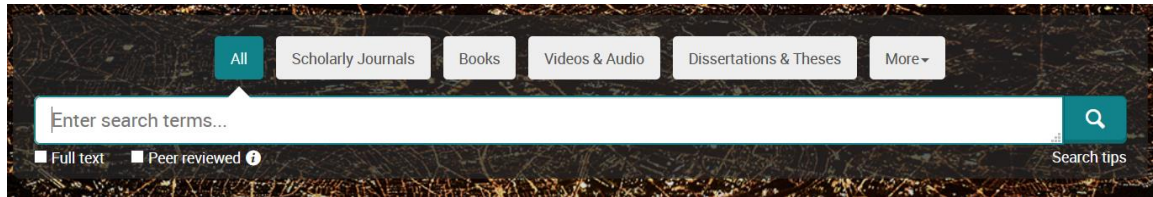
## *Finding Gray Literature*

“Gray Literature” (unpublished sources) also exist. These come in many forms; for example, papers delivered at professional conferences, government publications, or master’s theses or doctoral dissertations written by graduate students. These can all be excellent scholarly sources.

Here we will cover two types of gray literature: government publications, and theses and dissertations.

### **Advanced Gray Literature Search Strategy 1: Find and Search for Dissertations and Theses.**

[www.uflib.ufl.edu](http://www.uflib.ufl.edu) → Put your cursor over “Find.” Then click “Databases” then click “Project Starter Databases.” If you scroll down a bit, you should now see the link for ProQuest.



When the ProQuest search engine comes up, click the “Dissertations & Theses” link above the search slot.

You can then search for theses and dissertations just like you would search in any other database.

For more information on devising good search terms and using limiters, see the companion Search Guide: “Scholarly Information Search: Overview and Strategies.”

### **Advanced Gray Literature Search Strategy 2: Find Government Documents**

Google is the best single resource for finding government documents.

The most useful strategy for this employs a “site limiter” in Google to narrow your search to a specific “top level domain” or set of websites on the Internet. For example, you can use .gov to find general U.S. government sources.

**Generic Search Syntax:** *your search term site:.domain*

Let’s say you want to search for government documents on climate change:

Example: climate change site:.gov



You can search by top level domain (.gov) or search a number of specific websites (that is, specify the range of websites to search) by using a two-part limiter: For example, epa.gov, whitehouse.gov, etc.

Example: climate change site:.epa.gov  
climate change site:.whitehouse.gov

These will search all websites for the Environmental Protection Agency (EPA) or for the current presidential administration. There are many different government agencies with their own website: state.gov for the U.S. State Department, senate.gov for the U.S. Senate, and so on. You can identify these by starting with a .gov search.

For more information on devising good search terms and using limiters, see the companion Search Guide: “Scholarly Information Search: Overview and Strategies.”

## **Additional Search Assistance**

### **UF Libraries Chat**

Go to the UF Libraries home page, [www.uflib.ufl.edu](http://www.uflib.ufl.edu), and click on the orange **Ask Us!** tab in the upper right part of the page. Library chat is available during the hours that are listed on the schedule.

### **Consult with a Subject Specialist Librarian**

You can find a librarian subject specialist for just about any field or discipline at UF. These are experts, and can help you with very focused or complicated searches. Contact information for specialists, by area, is available at:

<https://uflib.ufl.edu/specialists>