Searching IBSS

This guide is designed to help you search IBSS (International Bibliography of the Social Sciences) effectively but many of the following principles will also help you search other databases. IBSS provides details of articles and other documents from across thousands of reputable social science journals.

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1. Accessing IBSS

a. You need to access IBSS through the Library website to get full access. Go the Library homepage: http://www.bath.ac.uk/library/ - then click Social & Policy Sciences within “Subject Resources”:
b. Within the Library’s Social & Policy Sciences section, click the IBSS link (the first of the listed databases). Please note the link to a video demonstration (to the right of the link to IBSS).

**Social & Policy Sciences**

To find a recommended book or article: search the Library Catalogue.

For more information: please email your Subject Librarian, Peter Bradley, tel. +44 (0)1225 385117, Skype: pgbradley2, or visit Pete on Level 5. The Library Rep is Justin Rogers.

**Key databases**

Find articles & other items beyond your reading list:
- IBSS - social sciences - guide / video
- Business Source Complete: development & business - video
- Community Care Inform: Children / Adults: social work & policy
- Scopus: multiple subjects - guide / videos
- Social Policy and Practice
- Web of Science Core Collection: multiple subjects - guide / video
- More details

**Topic-specific databases**

**Citation impact metrics**

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2. Thinking about search terms – read this section before searching IBSS

**2a Search terms**

When you conduct a basic IBSS search, the database looks for your search terms within the titles and abstracts (summaries) of journal articles. You will need to think carefully about your search terms before entering them into IBSS.

**Take a look at your assignment/research title.** Identify the most important words or phrases that appear within the title i.e. those words that distinguish it from any other assignment title.

**For this exercise**, please either use the following title as an example, or use your own:

“Explore issues related to students and time management.”

**2b. Sub-themes**

The following are the most important words/phrases that appear within the title above. Each represents a separate sub-theme that relates to the overall theme of the title:

<table>
<thead>
<tr>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time management</td>
</tr>
</tbody>
</table>
2c. Thinking about alternative words and phrases

Think about the potential range of alternative words and phrases that could be used to describe each separate sub-theme. Consider terminology that you already know from academic books, journal articles, lectures and tutorials, as well as more commonly-used language.

**Why do this?** This will help you decide which words to enter into IBSS’ search boxes. Also, if you enter a large range of relevant search terms, you are more likely to increase the number of useful search results.

**Useful tip:** You might find it helpful to write down your alternative words/phrases in separately themed rows as follows:

<table>
<thead>
<tr>
<th>Sub-theme</th>
<th>Alternative words/phrases</th>
<th>Any others?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>Undergraduates, Postgraduates</td>
<td></td>
</tr>
<tr>
<td>Time management</td>
<td>Managing time</td>
<td></td>
</tr>
</tbody>
</table>

3. **Entering your search terms**

3a. Organising your search terms

Enter each set of search terms (i.e. each sub-theme) into its own separate search box. Ensure that **OR** appears between each word/phrase. For an explanation of the asterisks and speech marks, refer to section 3b of this guide.

<table>
<thead>
<tr>
<th>1st search box</th>
<th>student* OR undergraduate* OR postgraduate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd search box</td>
<td>“time management” OR “managing time”</td>
</tr>
</tbody>
</table>
This is how the search terms would appear in IBSS:

![IBSS Advanced Search Interface]

**Peer-reviewed limit:** note the option in the example above to limit your results to articles/documents from peer-reviewed journals. Peer-reviewed journals only include articles that have been approved for publication by experts in the relevant subject field.

**Add a row:** also note this option in the example above. If you are entering search terms for three or more sub-themes, you can click “add a row” for each additional search box as required.

### 3b. Useful search tips!

**Truncating words using an asterisk**

As in the examples above, try using an asterisk where relevant – this might help increase your number of search results. You can add this at the end of the stem of a word to find variations – for example:

\[
\text{manag}^* \quad \text{finds} \quad \text{manage, manages, managing and management}
\]

**Searching for a specific phrase**

You can enter “speech marks” around a phrase so that IBSS searches for only those words in exactly the same order - for example: “\text{manag}^* \text{ time}”

**Click Search:** write down the number of results that you retrieve………..
3c. Search results

The following is an example of a couple of IBSS search results.

Re-sorting search results: you can re-sort your results in order of those that are "most recent" rather than most "relevant". To do this, change the "sort" option to the left and just above near the first search result.

4. Refining your search terms

4a. Retrieving too few results?

Take another look at the search terms that you entered and consider whether or not any further terms exist on your topic – if so, add these and try another search. If you still retrieve few results, search more broadly on the topic e.g. remove one set of search terms and try again.

4b. Retrieving too many irrelevant results?

Take another look at the range of your search terms and consider whether or not any of the terms were of only marginal relevance – if so, remove these and try another search. If you still retrieve many irrelevant results, you might be able to search more narrowly by identifying a further sub-theme and enter its related set of search terms in an additional search box.
5. Engaging with abstracts (summaries)

Click the Preview button to the right of any search results in which you are interested. This will enable you to read an abstract. Abstracts summarise the findings and methodologies of an article. Note the terminology used in abstracts and any subject terms listed.

By increasing your awareness of relevant terminology, this may help you modify/expand your search terms and in turn, help you retrieve a greater number of relevant results.

6. Checking if you can view the full article

6a. Checking online availability

To find out whether or not the full text of an article is available for you to read, click the blue and white ‘Links’ button:

This button will take you to a “links” page which will provide a link to the full article if, for example, the Library subscribes to the relevant journal.
6b. If the full article is NOT available online:

Click the ‘Library’ link near the top of the “links” page. This will take you to the Library Homepage/Catalogue at: http://www.bath.ac.uk/library/

Search the Catalogue for the journal title (not the article title) – you may find that we provide a printed copy of the journal in the library. If we do, click the ‘shelf locations’ tab within the journal’s catalogue record’ to find out whether we hold the relevant year/volume/issue.

7. **Broadening your perspective on a topic**

7a. Cited by

**Back to your search results**: Note the words **cited by** (and a corresponding number) which appear within some of the results. This tells you the number of times an individual article has been cited/referenced by other articles (indexed by IBSS). You can click on this number to connect to the IBSS records of these other articles.

By viewing and evaluating “citing articles”, rather than evaluating an article in isolation, you will broaden your perspective on a topic. This is **good practice** as it may help you demonstrate an understanding of how a research area has developed and as a result, you might get **higher marks**.

7b. References

Note: some results provide a link to an article’s own references. You could take a look at these and follow-up some of the articles and other sources that the author(s) has cited. Again, this will help broaden your perspective topic, but it may also help develop your understanding of the citing article.
8. Saving/emailing results

a. It is good practice to email/save multiple copies of selected results so that you have “back-ups” in the event of losing one set.

b. Click/select the box next to any individual result(s) of interest.

c. Click the envelope icon above or email them. Also not the options via the “more” menu. You could, for example, save them in HTML format to a memory stick.

Try searching other databases as well e.g. Scopus – no single database provides details of all articles written on a topic. If you would like any further support in using this database, please contact your Subject Librarian.

Peter Bradley: 7/11/2016