

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: <https://library.bath.ac.uk/home> - and click **Social & Policy Sciences** (in Resources for your Subject).

The screenshot shows the University of Bath Library homepage. At the top, there is a search bar with the text 'search the library webpages' and a 'Search' button. Below this is a 'Catalogue Search' section with a search input field and a 'Search' button. To the right, there is a 'Resources for your subject' section with a list of subjects. A red arrow points to 'Social & Policy Sciences' at the bottom of the list. The page also features a 'Using the Library' section with a list of services and a 'Research Services' section with a list of services. A central banner image shows a cityscape at night with the text 'Consent and commercialisation: negotiating the open data agenda'.

b. Within the Library's Social & Policy Sciences section, go to the 'Search the Literature' page and click the IBSS link. **Please note the link to a video demonstration** (to the right of the link to IBSS).

<p>Search for journal articles (and other academic literature)</p>  <p>Search library databases to discover articles from across a wide range of journals; along with working papers, books and conference documents. You can also search the Library Catalogue.</p> <p>Guide: how to evaluate journal articles Guide: how to save searches and set up email alerts</p> <p>Library databases</p> <ul style="list-style-type: none">Scopus  Multiple subjects• Guide to using ScopusIBSS (International Bibliography of the Social Sciences)  Sociology, economics, political science and anthropology• Guide and video to help you use IBSS	<p>Expand your search for academic literature</p> <p>The following are topic-specific library databases</p> <ul style="list-style-type: none">APA PsycNET  Mental health and psychology: articles, books, tests, measures, reportsBusiness Source Complete  Strong coverage of international development and business more...CIAO (Columbia International Affairs Online)  International politics and related fields: journal articles, working papers, policy briefs, current analysis and commentary, e-books, course packs and videos more...CommunityCare InformAdults  Practice-based information for social work professionals working with vulnerable adults: current research and key legislation more...CommunityCare InformChildren  Practice-based information for social work professionals working with children and
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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:

Students
Time management

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:

Sub-theme	Alternative words/phrases	Any others? If so: add below
Students	Undergraduates, Postgraduates	
Time management	Managing time	

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.

1 st search box	student* OR undergraduate* OR postgraduate*
2 nd search box	"time management" OR "managing time"

This is how the search terms would appear in IBSS:

International Bibliography of the Social Sciences (IBSS)

Basic Search | **Advanced Search** | Change databases

Advanced Search | Command Line | Thesaurus | Field codes | Search tips

student* or undergraduate* or postgraduate* in Anywhere

AND "time management" or "managing time" in Anywhere

+ Add a row

Limit to: Peer reviewed

Publication date: All dates

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:

manag* finds **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: “**manag* 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.

3 **Avoiding procrastination through time management: an experimental intervention study**
Häfner, Alexander; Oberst, Verena; Stock, Armin. *Educational studies* 40.3 (2014): 352-360.
...the effects of a short-term time management intervention on procrastination
...a serious issue for many students and associated with different
...We randomly assigned 96 students to a treatment (n = 47) and
[Cited by \(2\)](#) [References \(33\)](#)
[Abstract/Details](#) **links**

4 **'It's almost a mindset that teachers need to change': first-year students' need to be inducted into time management**
Meer, Jacques van der; Jansen, Ellen; Torenbeek, Marjolein. *Studies in higher education* 35.7 (Nov 2010): 777-791.
...research projects investigating students' expectations and experiences
...students' expectations and challenges with issues of time management are

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?

Click the **Modify Search** link (just above your search results, on the right-hand side of the screen) If you are only then see a single search box, then click the **Advanced** link (above the search box).

Consider whether any further terms exist on your topic and if so, add these to the relevant search boxes (again entering the word **or** in between multiple terms). Try another search. If you still retrieve few results, search more broadly on the topic. You could do this by identifying the least significant of the sub-themes and excluding the associated search terms from your next search.

4b. Retrieving too many irrelevant results?

Change the ‘anywhere’ setting next to each search box, to ‘anywhere but full-text’

Click the **Modify Search** link (just above your search results, on the right-hand side of the screen).

Consider whether any of your search terms are of only marginal relevance – if so, remove these and try another search. If you continue to retrieve many irrelevant results, consider whether your topic contains a further sub-theme. If so, enter the search term(s) associated with that sub-theme in a further 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.

Avoiding procrastination through time management: an experimental intervention study
Häfner, Alexander; Oberst, Verena; Stock, Armin. *Educational studies* Vol. 40, Iss. 3, (2014): 352-360.

Abstract/Details  Cited by (12) References (33) [Preview ^](#)

Abstract (summary)

The purpose of this study was to examine the effects of a short-term time management intervention on procrastination. Procrastination is a serious issue for many students and associated with different negative consequences, such as anxiety or low grades. As procrastination is described as a self-regulatory failure, a training programme focussing on self-regulatory skills might be helpful. We randomly assigned 96 students to a treatment (n = 47) and a control group (n = 49). As hypothesised, participants of the control group showed procrastination: they spent more time on a self-selected, important academic task right before the deadline was reached compared to the weeks before. The participants of the treatment group, instead, allocated their work time more equally and did not show procrastination. Therefore, the explored time management intervention prevents from a serious time management problem. Reprinted by permission of Carfax Publishing, Taylor & Francis Ltd.

Subject Students;
Participant observation;
Control groups;
Experiments

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.

Avoiding procrastination through time management: an experimental intervention study
Alexander Häfner; Verena Oberst; Armin Stock
ISSN: 0305-5698, 1465-3400
Educational studies., 2014, Vol.40(3), p.352
[Fulltext available >](#)

TOP
SEND TO
VIEW IT
SHELF LOCATIONS
TAGS

Send to

 LIBRARY LIST  EXPORT BIBTEXT  EXPORT RIS  ENDNOTE BASIC  EASYBIB  CITATION  PERMALINK >

View It

Sign in to reserve a book; or request a Bath Copies scan  Sign in

Full text available at: [Taylor & Francis Journals Complete](#) 
Available from 1997 volume: 23 issue: 1

6b. If the full article is NOT available online:

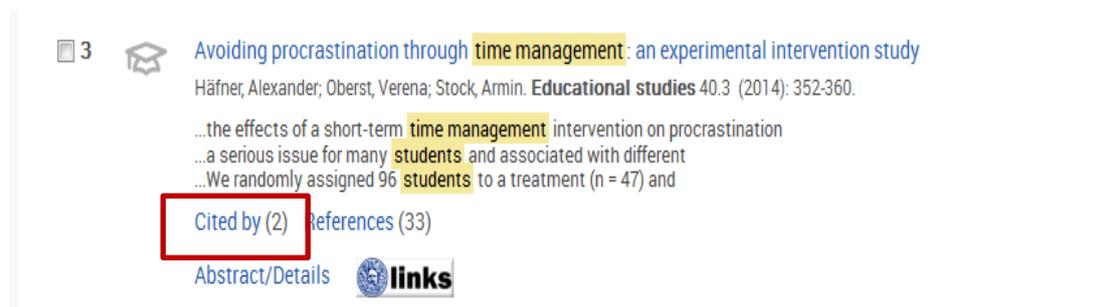
Search the Library Catalogue via the Library homepage: <https://library.bath.ac.uk/home>

Search for the journal title (not the article title). If we provide the journal and its Catalogue record states 'copies available', we provide a print copy (click 'copies available' to find out if we hold the relevant year/volume/issue). If we do not provide the article in any format, and it is potentially important for your work, please contact your Subject Librarian for advice.

7. *Broadening your perspective on a topic*

7a. 'Cited by' links

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.



The screenshot shows a search result for the article "Avoiding procrastination through time management: an experimental intervention study" by Häfner, Alexander; Oberst, Verena; Stock, Armin. The article is from Educational studies 40.3 (2014): 352-360. The abstract text is partially visible: "...the effects of a short-term time management intervention on procrastination ...a serious issue for many students and associated with different ...We randomly assigned 96 students to a treatment (n = 47) and". Below the abstract, there are two links: "Cited by (2)" and "References (33)". The "Cited by (2)" link is highlighted with a red rectangular box. Below the links, there are two buttons: "Abstract/Details" and "links".

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 select any results of interest and save them as a list (this involves saving the

IBSS records rather than the full articles themselves). This will help you when you need information for referencing your sources.

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

c. Click the **envelope icon** above or email them. Also note the options in the “more” menu. You could, for example, save them in HTML format to a memory stick. It is good practice to save multiple copies so that you have “back-ups” in the event of losing a copy.

d. **Note:** to retrieve your list of results the next time you enter IBSS, click ‘save’ and then ‘Save to My Research’. To register to use My Research, click on the icon of a person’s head in the right hand corner of the screen (this is also where you retrieve your lists of results in the future).

The screenshot displays a search results page with four articles. The first article is 'Time management strategies of the students in the faculty of educational sciences at the Univers' by Alsyouf, Ahmad Ali. The second is 'Self-regulation of time management: mental contrasting with implementation intentions' by Oettingen, Gabriele. The third is 'Avoiding procrastination through time management: an experimental intervention study' by Häfner, Alexander. The fourth is 'It's almost a mindset that teachers need to change: first-year students' need to be inducted into time management' by Meer, Jacques van der. A red box highlights the 'Save' button in the top right corner, and another red box highlights the checkbox next to the third article. A dropdown menu is open from the 'Save' button, showing options like 'Save to My Research', 'Export/Save', 'RefWorks', 'EasyBib', 'HTML', 'PDF', 'RIS', 'RTF', 'Text only', and 'XLS'.

Try searching other databases as well e.g. Scopus. No single database provides details of all articles.

If you would like any further support in using this database, please contact your Subject Librarian.

Peter Bradley: 17/10/2019

The Library



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