

<http://scholar.google.com/>

## Searching Google Scholar

Google Scholar searches for scholarly material including books, journal articles, conference papers, chapters, and theses on a wide range of subjects. Results are sorted by relevance, based on fulltext matching, where it was published, who wrote it, and how often it has been cited. Please note, the tips and tricks described in this guide are subject to change.

### Default search settings include:

<b>not case sensitive</b>	capital letters of search terms are ignored
<b>AND</b>	search terms are automatically combined using AND
<b>keyword</b>	searches the fulltext of scholarly material, including citation and abstract

### Options to refine your search include:

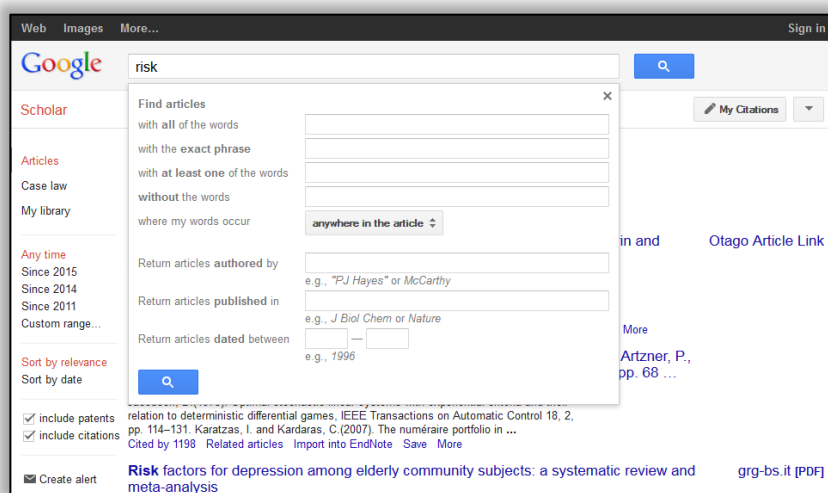
<b>synonyms</b>	Google automatically searches for matching and similar meaning words	<b>tourism</b> finds <b>tourist</b>
<b>“phrase searching”</b>	use quotation marks around phrases	<b>“hearing loss”</b>
<b>OR</b>	results include <i>either</i> search term. OR must be in capital letters	<b>ipod OR mp3</b>
<b>exclude</b>	use – immediately before a search term you want to exclude	<b>ipod –itunes</b>
<b>include</b>	use + immediately before automatically excluded search terms that you want included	<b>+the</b>
<b>intitle:</b>	finds results with your search term in the document title	<b>intitle:mp3</b>
<b>author:</b>	finds results with your search term as the document author	<b>author:Jones</b>
<b>date range</b>	to change from <b>Any time</b> , select an option from left side of the results screen	
<b>document type</b>	Choose <b>Articles</b> or <b>Case law</b> or <b>My library</b> , or deselect <b>include patents</b>	

## Advanced Scholar Search

This screen offers further ways to refine your search, including searching within a specific publication.

Click the arrow at the end of the search box to view the Advanced Scholar Search options.

For search tips click **About Google Scholar** then click **Search** for **Search Tips** on finding recent papers, and better results.



## Locating fulltext via Otago Article Link

To search Google Scholar and locate fulltext via Otago Article Link;

1. Go to the **Library home page** <http://www.otago.ac.nz/library>
2. Click **Article Databases**
3. Click **Google Scholar** in the list of **Popular Databases** on the right side of the screen
4. Log in to Ezproxy with your University of Otago username and password

Note: If **Otago Article Link** does not display, click the **Settings** icon and click **Library Links** then enter *University of Otago* and click **Find Library**. Select (tick) all the University of Otago options that display then click **Save**.

## Interpreting the results screen

The main screenshot shows a Google Scholar search for "apples and oranges" with approximately 30,700 results. The search results list several articles, including "[CITATION] Comparing apples and oranges" and "Ontology of folksonomy: A mash-up of apples and oranges". A 'Settings' menu is open, showing options for 'My Citations', 'Metrics', 'Settings', and 'Advanced search'. Annotations include: 'Settings' pointing to the gear icon; 'Otago Article Link' pointing to the 'Otago Article Link' text below the search results; 'Link to other results, found by Google Scholar, that have cited this document' pointing to the 'Cited by' link; and 'Link to other versions of this document found by Google Scholar' pointing to the 'All 7 versions' link. An inset screenshot shows the University of Otago Library search results for 'Ontology of Folksonomy' with an 'Otago Article Link' pointing to the 'Full text available' section.

## Importing citations into EndNote

Before you begin searching;

1. Click the **Settings** icon and scroll down to the bottom of the screen
2. In the **Bibliography Manager** section, click **Show links to import citations into...**
3. Use the pull-down list to select **EndNote**
4. Click **Save**

When EndNote has been set as the preferred Bibliography Manager;

1. Enter your search terms and click **Search**
2. From the results, identify which citation you want to import into EndNote
3. Click **Import into EndNote** - a 'File Download' box will appear
4. Click **Open** and the citation will appear in your selected EndNote library

## Creating email alerts

To create an email alert to let you know when new material on your topic has been added;  
Either:

1. Search your topic then click the **Create email alert** icon
2. Check the **Alert query** details, then enter your **email address** and click **Create alert**

Or:

1. Click the **Alerts** icon on Google Scholar's front page
2. Sign in to your Google account (it is free to set up an account)
3. Click **Create alert** and fill in the alert details, then click **Create alert**