INFORMING RESEARCH

https://zetoc.jisc.ac.uk

Zetoc Workbook

NOTE: All of the terms used on this page are in the Zetoc Glossary.
All links are available in full at the end of this guide.
This document is available in PDF and online versions.

1. The Zetoc service....1
Access to Zetoc....2
Logging in....2
2. Getting Started Searching Zetoc....2
Hints for Searching....3
General Search....3
Journal Search....4
Conference Search....6
3. Tasks: Zetoc Search, Zetoc Alert and Zetoc RSS....7
3.1 Zetoc Search....7
Task 1: Search for Articles and Papers about a Specific Subject....7
Task 2: Email the Results of your Search....8
Task 3: Search for Journal Articles by a Particular Author....9
Task 4: Download the Records from your Search....9
Task 5: Search for Articles and Papers about a Particular Subject, using Truncation....10
Task 6: View your Search History....10
Task 7: Search for Records Relating to Conferences on a Particular Topic....11
Task 8: Search for the Contents Page of a Particular Journal Issue....12
Task 9: Access the Full Text of an Article....12
3.2 Zetoc Alert....12
Task 10: Create a New Alert List....13
Task 11: Add Journals to your Alert List....13
Task 12: Add Author and Title Searches to an Alert List....14
Task 13: Modify your Alert List....15
3.3 Zetoc RSS....16
Task 14: Subscribing to an RSS Feed for a Journal in Zetoc....16
Ordering Articles....18
Further Help....19
Links in Full....19

1. The Zetoc service

The Zetoc service provides Z39.50-compliant access to the British Library's Electronic Table of Contents (ETOC). The database gives access to over 30,000 journals, 52 million article citations and conference papers. Zetoc covers every imaginable subject in science, technology, medicine,

engineering, business, law, finance, the arts and humanities. The database covers the years from 1993 to date and is updated daily. Abstracts are included for those titles whereby there is an agreement between the British Library and the publisher to provide this information.

Copies of all the articles and conference papers listed on the database are available from the British Library. There is a link to the British Library's ordering facility from each full record page within Zetoc. Open Access records in Zetoc display the Open Access symbol and link to the full text on the publisher website.

Zetoc Search enables you to search for citations of journal articles and conference proceedings via search forms, using one or more words in various fields, such as title, author and date.

Zetoc Alert is a current awareness service that sends email Alerts matching your search criteria whenever relevant new data is loaded into the database. Alerts may include searches for journal titles and searches for authors' names and keywords from the titles of articles and papers. These email Alerts will be sent on the day the new data is loaded into the database, which is usually within 72 hours of publication.

Zetoc RSS is an alternative means to subscribe to feeds for individual journals, enabling you to view the journal title, article titles and basic article information. A link to the full Zetoc record is also incorporated into the feed. Within Zetoc, we provide a list of journals with an RSS link beside each journal (where this is available). You can subscribe to the feed in various ways, depending upon your chosen RSS reader.

Access to Zetoc

The Zetoc service is made available through Jisc.

Zetoc is available free of charge to any member of a Jisc-sponsored UK further or higher education institution.

Logging in

Details on logging into Zetoc are available in the Zetoc FAQ

2. Getting Started Searching Zetoc

From the Zetoc home page click **Zetoc Search**. You will be given three choices:

- General Search - to search both journal articles and conference papers.
- Conference Search.
- Journal Search.

Each of these provides a search form, with a number of fields you can use to specify your search, and then you can select individual articles to view the full record.

Hints for Searching

- You may enter search terms in just one or in any number of the search boxes.
- Zetoc uses an implcit uses **AND** operator where two or more words are entered, so a search for ***wildlife conservation*** will find ***wildlife*** AND ***conservation*** anywhere in the search field, but not necessarily in that order or together.
- You can use quotation marks to enter a phrase, such as "***radio telescope***". Results must contain the words *radio telescope* together and in that order.
- You can use a wildcard for the endings of words, such as ***rail****, which will search for ***rails***, ***railways***, and ***railroads***.
- It is not recommended to enter a very general search, such as a search for ***engineering*** across all fields, as it may take some time to get a results set and the results set will be very large.
- Searches are not case sensitive.

General Search

Search Options

All fields - A search across all of the searchable fields: journal title; article title; paper title; authors; editors; publisher and conference data such as keywords, conference venue and sponsors.

Title - A title search will search across both the journal article title and the conference paper title.

You may wish to enter significant words from the title or a complete title or phrase, which needs to be surrounded by quotation marks.

Example	Description
“Climate change a sinking feeling”	full article title, put in quotation marks to search just on this title
climate change	a search on ***climate*** AND ***change***, both words must be present but may not be together and can be in any order
“climate change” trend	a search on a phrase and an additional word search, ***climate*** AND ***change*** must be together and in that order, ***trend*** must also be present, but may appear anywhere in the title

Author(s) - Enter single surnames or surnames with initials. You can use punctuation, as this will not affect the search. Do not enter two initials together without punctuation or a space between them.

Example	Description
Shaw	single surname entry
Shaw Brown	both authors must be present in the record
“Shaw G B”	surname and initials of author
“Shaw G B” “Brown C L”	both authors must be present in the record
“Shaw G.B.”	Will retrieve the same as “Shaw G B”
“Shaw GB”	Will not retrieve any records

ISSN/ISBN - Enter the ISSN number for a journal, or the ISBN number for a conference paper. This is a useful way to find the full contents for a journal or conference.

Example	Description
0020-8132	Hyphen is optional
0749245425	

Year published - Enter a single date, a start date, or a date range.

Example	Description
1998	records just for 1998
1998-	records from 1998 onwards
1998-2000	records between a date range

Journal Search

Example of a Journal Record Containing an Abstract

Author(s):	Mefford, R. N.
Article Title:	Increasing productivity in global firms: The CEO challenge
Journal Title:	JOURNAL OF INTERNATIONAL MANAGEMENT
ISSN:	1075-4253
Year:	2009
Volume/Issue:	VOL 15; NUMBER 3
Page(s):	262-272
Publication frequency:	Quarterly: 4 issues per year
Publisher:	Great Britain : Elsevier Science B.V., Amsterdam.
Language:	English
Dewey Class:	658
LC Class:	HD9000

BLDSC shelfmark:	5007.673200
Abstract:	In a highly competitive environment global firms face the challenge of increasing productivity to compete with firms sourcing production in low-wage developing countries. This paper presents a new paradigm of production which provides a solution to the productivity challenge. The new paradigm is both a philosophy of management and a set of methods that draw upon the experiences of firms employing quality management and lean production. This approach has proven to yield substantial gains in quality, productivity, and competitiveness. The methods and the requirements to successfully implement it are discussed. How to transplant these systems to developing countries is also considered. The role of the CEO in successful implementation of the New Productivity Paradigm is discussed in the final section.
ZETOC ID:	RN245816400

Search Options

All fields - A search across all searchable fields: article title; author(s); journal title; ISSN; volume/issue; page(s); year published; publisher data.

Article title - enter a word or significant words from the article title, or a complete title or phrase, surrounded by quotation marks. See the title search examples above.

Author(s) - see the author search examples above.

Journal Title - enter a single word, significant words or a phrase, surrounded by quotation marks.

Example	Description
management review	both words must be present, but not necessarily together or in this order
“management review”	searches for this phrase, words must be together and in this order

ISSN – see the ISSN search examples above

Volume/Issue - searches for both the volume and issue number, you can enter one or both. Generally both or just the issue number is given.

Example	Description
50 1	search for volume 50, issue (or part) 1
5	search for either volume 5 or issue 5

Page(s) - usually this search is used in conjunction with the volume and issue number.

Example	Description
245-254	search for start AND end page
245	search for start OR end page

Year published – see the year published search examples above.

Conference Search

Example of a conference record

Author(s):	Spahn, M.; Wulf, V.
Paper Title:	End-User Development of Enterprise Widgets
Keywords:	Human-computer interaction ; Computer programming
Conference:	End-user development; IS-EUD 2009
Conference description:	Symposium; 2nd
Conference venue:	Siegen, Germany
Conference date:	2009; Mar
Journal Title:	LECTURE NOTES IN COMPUTER SCIENCE
ISSN:	0302-9743
ISBN:	9783642004254
Year:	2009
Volume/Issue:	NO 5435
Page(s):	106-125
Editor(s):	Pipek, Volkmar
Publisher:	Berlin; Springer; 2009
Language:	English
Material type:	Selected papers
BLDSC shelfmark:	5180.185000
ZETOC ID:	CN071709575

Search Options

All fields - a search across all searchable fields: paper title; author(s), conference data such as keywords from the conference name, sponsor, venue or date.

Paper Title - searches for the title of the conference paper, which may include reports, presentations and abstracts – see the title search examples above.

Author(s) - see the author search examples above.

Keywords - are assigned to each conference (not each conference paper). They can be individual words or phrases, such as iodine or "iodine deficiency".

Conference - a search for the conference name, sponsor, venue, description and date can be made in this field.

Examples	Description
“Light modulation assessments of compact fluorescent lamps”	a search for a full conference title
"high speed" “light modulation”	a search for two search strings, both must be present in the retrieved records
“international biometric society” 2004	a search for the sponsor and the year

3. Tasks: Zetoc Search, Zetoc Alert and Zetoc RSS

3.1 Zetoc Search

Task 1: Search for Articles and Papers about a Specific Subject

1. Click on Zetoc Search and select **General Search.**
2. Type ***prime numbers*** in the Title box and click on the **Search** button.

3. Your search results are displayed in Brief Record format. Results are displayed 25 to a page.
4. Use the **Next** and **Previous** buttons**,** and **First** and **Last** buttons, to navigate through the list.

5. By default the brief display will 'Show Less Record Information' .
   Click on the 'Show More Record Detail' button to display additional brief record information, including the abstract when available.
6. Click the record title to view the full record of any item.
7. Use the **Next** and **Previous** buttons to navigate through the full records.
8. Click on the **Brief Records** button to return to the Brief Records display.
9. Display the results alphabetically by article/paper title (excluding words such as The, A, An etc. at the beginning of titles) by selecting **Title** from the pull-down menu at the top of the screen and clicking on the **Re-sort** button.
10. Display the results in chronological order (i.e. oldest first) by selecting **Date** from the pull-down menu and clicking on the **Re-sort** button.

Note: if your search retrieves more than 500 records, you will not be able to sort them.

Task 2: Email the Results of your Search

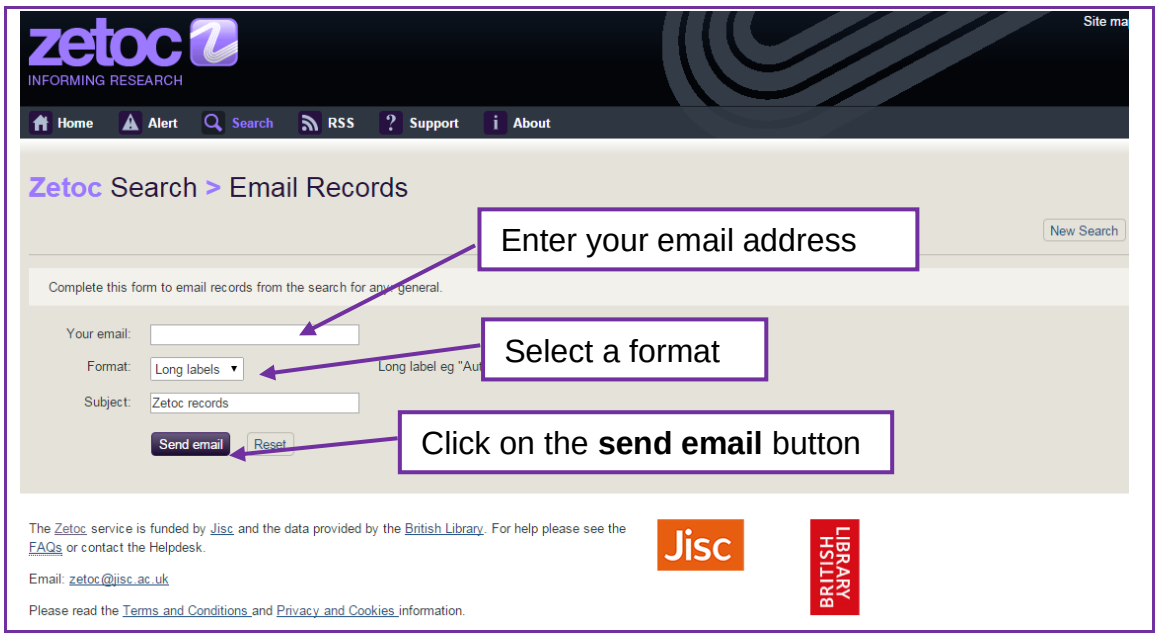
Email your search results to an email account either from the Brief Records display or the Full Records display. The maximum number of results you can email is 500.

1. Click on the check box at the left hand side of the records you wish to email, so they have ticks in them. You can do this in brief record format or full record format.
2. Click on the **Email Records** button at the top or bottom of the screen.
3. Enter your email address in the box provided. You can only email the records to a single email address.
4. Select the format of the records you require from the drop-down menu.

Records with Short labels contain abbreviated two-letter fieldnames e.g. AU for Author(s), TI for Article Title and so on, and may be more suitable for importing into reference management software. You should select this option if you wish to import records into EndNote using the filter available on the Zetoc website. Records with Long labels contain full-length fieldnames e.g. Author(s), Article Title etc.

5. You can choose whether to email just those records you have tagged, or all the records retrieved by the search by selecting the appropriate option from the **Download** pull-down menu.
6. Click on the **Send email** button.

The records are always emailed in Full Record format.



Task 3: Search for Journal Articles by a Particular Author

1. Click **New Search** and select **Journal Search.**
2. Type ***"Russell I"*** in the Author(s) box. The double quotes are needed to make the search into a phrase. See author search examples above for more information. Click **Search.** Have a look at the results.
3. Click on **New Search**.
4. Select **Journal Search.**
5. Type ***"Cheung W Y"*** in the Author(s) box. Click **Search.** Have a look at the results.
6. Click on **New Search.**
7. Select **Journal Search.**
8. Type ***"Russell I" "Cheung W Y"*** in the Author(s) box. Click **Search** Have a look at the results.

Note: that if your search only retrieves one result, you will automatically be shown the Full Record.

Task 4: Download the Records from your Search

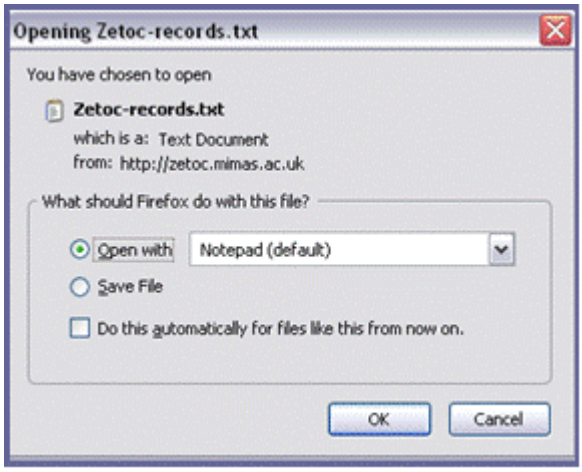
It is possible to download the records from your search and save them in a plain text file suitable for importing into reference management software.

1. Click on **New Search** and select **Conference Search.**
2. Type ***NHS*** in the Conference box. Click **Search.**
3. Click on the check box beside the first 5 results to tag them.
4. Click on the **Download** button at the top or bottom of the screen.
5. Select the **Format** of the records you require from the drop-down menu.

Records with Short labels contain abbreviated two-letter fieldnames e.g. AU for Author(s), TI for Article Title and so on, and may be more suitable for importing into reference management software. You should select this option

if you wish to import records into EndNote. Records with Long labels contain full-length fieldnames e.g. Author(s), Article Title etc.

6. Click on the **Send file** button.
7. Save the file using the dialog box.



Once you have a saved txt file (text file) you can then import it into your bibliographic software. However, please note that you must abide by the Zetoc terms and conditions of use.

Task 5: Search for Articles and Papers about a Particular Subject, using Truncation

1. Click on **New Search** and select **General Search.**
2. Type ***medical ethic**** in the Title box.

This uses a wildcard, so it retrieves records where the term medical is present AND where any words beginning ethic are present, so it will retrieve both ***ethical*** and ***ethics***.

3. Note that your search has included records where medical and ethic* appear anywhere in the title and not necessarily together.
4. Follow the **general=medical ethic*** hyperlink at the top of your results list. This will take you back to the search screen and allow you to edit your search.
5. Change ***medical ethic**** to read ***"medical research" ethic**** (with double quotes just around the words medical research).
6. Click on the **Search** button and note that your search has retrieved records with the phrase ***medical research*** and the additional words ***ethics*** or ***ethical.***

You should remember to search for variant spellings as the database contains articles published in many different countries. For example, using ***labo**** to retrieve the words ***labor*** and ***labour***.

Task 6: View your Search History

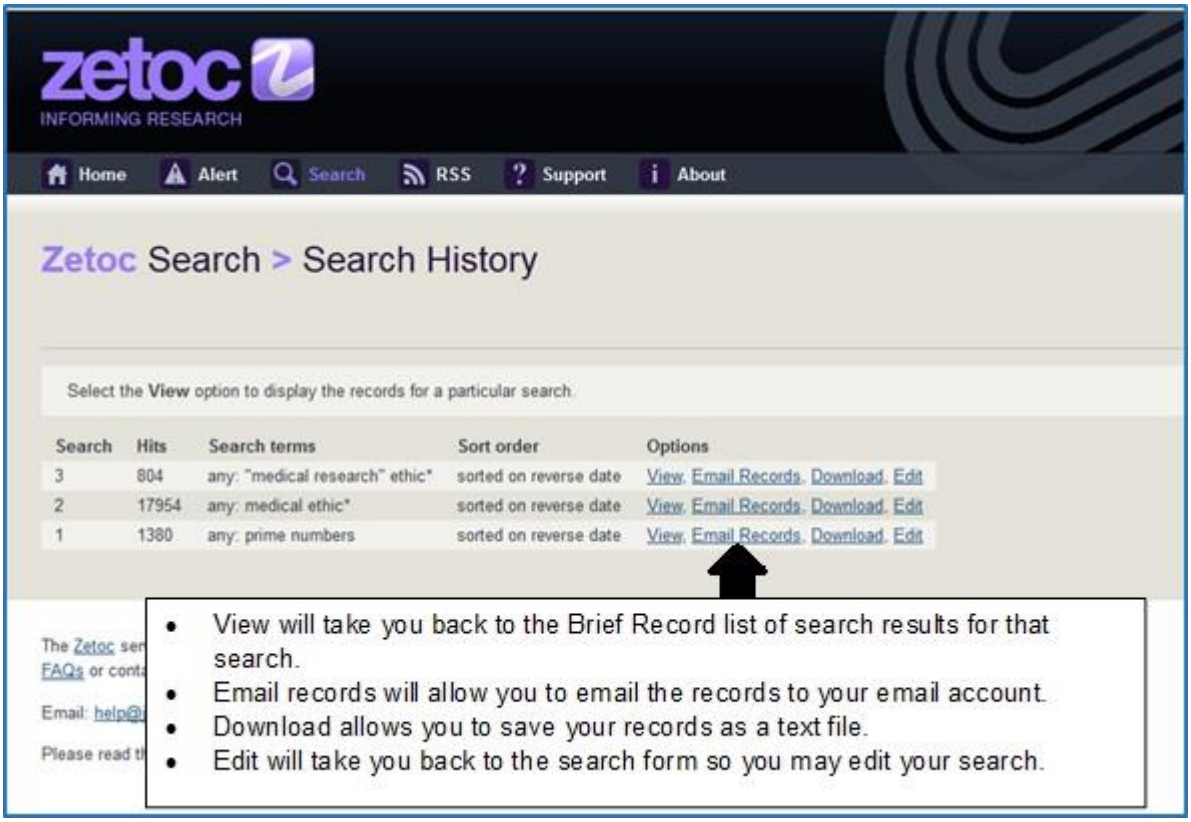
It is possible to view all the searches you have conducted during the current session.

1. Click on the **History** button at the top or bottom of the screen and your searches will be displayed with the most recent first.

Alongside your search term will be the number of hits (records retrieved), sort order and options.
Under **Options** you will see up to 4 hypertext links:

- **View** will take you back to the Brief Record list of search results for that search.
- **Email Records** will allow you to email the records to your email account.
- **Download** allows you to save your records as a text file.
- **Edit** will take you back to the search form so you may edit your search.

Note: if you previously tagged any of the records retrieved from this search, you will be able to email just those records. If you did not tag any records you will only be able to email them all.



Task 7: Search for Records Relating to Conferences on a Particular Topic

Note: The British Library assigns keywords to each conference. You can only search for keywords in the conference search option.

1. Click on **New Search** and select **Conference Search.**
2. Type **"*software engineering*"** in the **Keywords** box and click **Search**
3. View one of the Full Records by clicking on the numbered button at the left-hand side of a record. You can see the keywords for this record in the Keywords field.

4. Click the **Conference = "software engineering"** link and then add ***Japan 1999*** in the **Conference** box. This will search for conferences on software engineering held in Japan in 1999.

Note: The **Conference** box allows you to search by conference name, date, description, venue and sponsor. Venue may be given as a country or a place name or both, e.g. **Tokyo, Japan** or just **Tokyo**. You may therefore not find all conferences held in a particular country, as the venue field may not include the name of the country.

Task 8: Search for the Contents Page of a Particular Journal Issue

1. Click on **New Search** and select **Journal Search.**
2. Type ***"Journal of Garden History"*** in the **Journal Title** box. Remember to use quotation marks; otherwise you are searching for ***Journal*** AND ***Garden*** AND ***History*** in any order in the journal title.
3. Type **15 1** in the **Volume/Issue** box, this searches for volume 15 issue 1.

Note: you must enter the volume and issue numbers in the order they appear in the records. Some journals will only have an issue number.

Your results will list all of the articles for one issue of the journal, Journal of Garden History.

4. Click on **New Search** and select **Journal Search.**
5. Type ***Lancet*** in the **Journal Title** box and ***9503*** in the **Volume/Issue** box to find the contents page of that issue.

Task 9: Access the Full Text of an Article.

1. Click on **New Search** and select **Journal Search.**
2. Type ***"British Medical Journal"*** in the **Journal Title** box.
3. Type ***324 7351*** in the **Volume/Issue** box. This tells the search engine to find Volume ***324*** Issue ***7351.***
4. Select No. 1 **"*Thinking the unthinkable / Bhutta, Z. A.; Nundy, S*"** from the brief record display to view in the full record display.
5. Select the first of the three further options: the link text that you will see here will depend upon the institution that you are from, but it will refer to accessing the full text of the article.

Note: If your institution has an OpenURL Resolver, this will provide links to relevant electronic services, and will include links to the full text where your institution has access rights. If your own institution does not have a Resolver, you will have a link to Copac, which will enable you to locate libraries that hold the journal.

3.2 Zetoc Alert

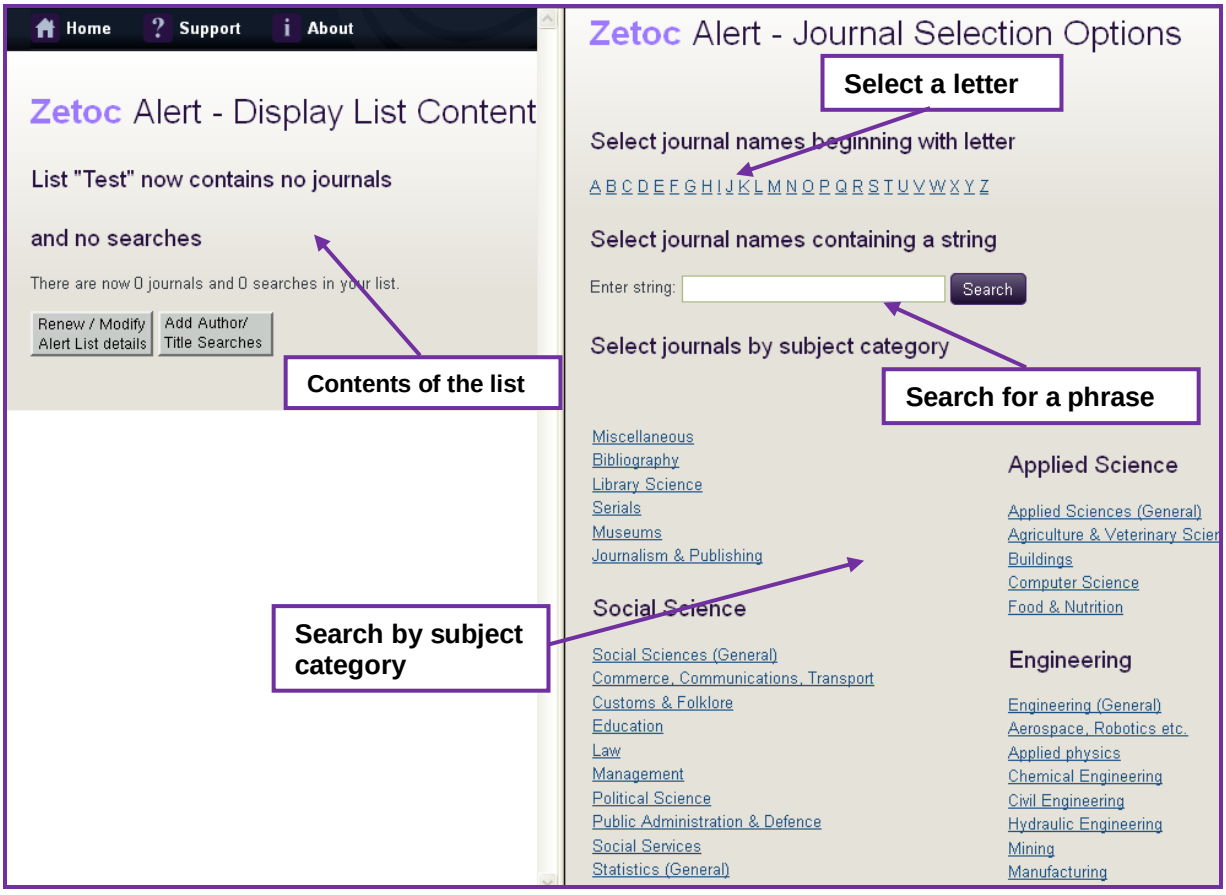
Note: members of some institutions may be automatically signed in to Zetoc Alert when on-campus.

Task 10: Create a New Alert List

1. Click on **Zetoc Alert**.
2. Search or select your organisation from the drop-down menus and click **Go.**
3. Enter your email address in the box provided.
4. You can give your Alert list a name. If you do not give your list a name, the system will automatically generate one for it.
5. Select the **Create** button to create your list.
6. You will receive information about your list, including its name and the date it will expire. All Alert lists are set to expire 12 months from the date the list was created, but you can renew a list at any time.
7. At the bottom of the screen you will see the options to **Add Journals** and **Add Searches** to your list.

Task 11: Add Journals to your Alert List

1. Click on the link to **Add Journals** to your Alert list.

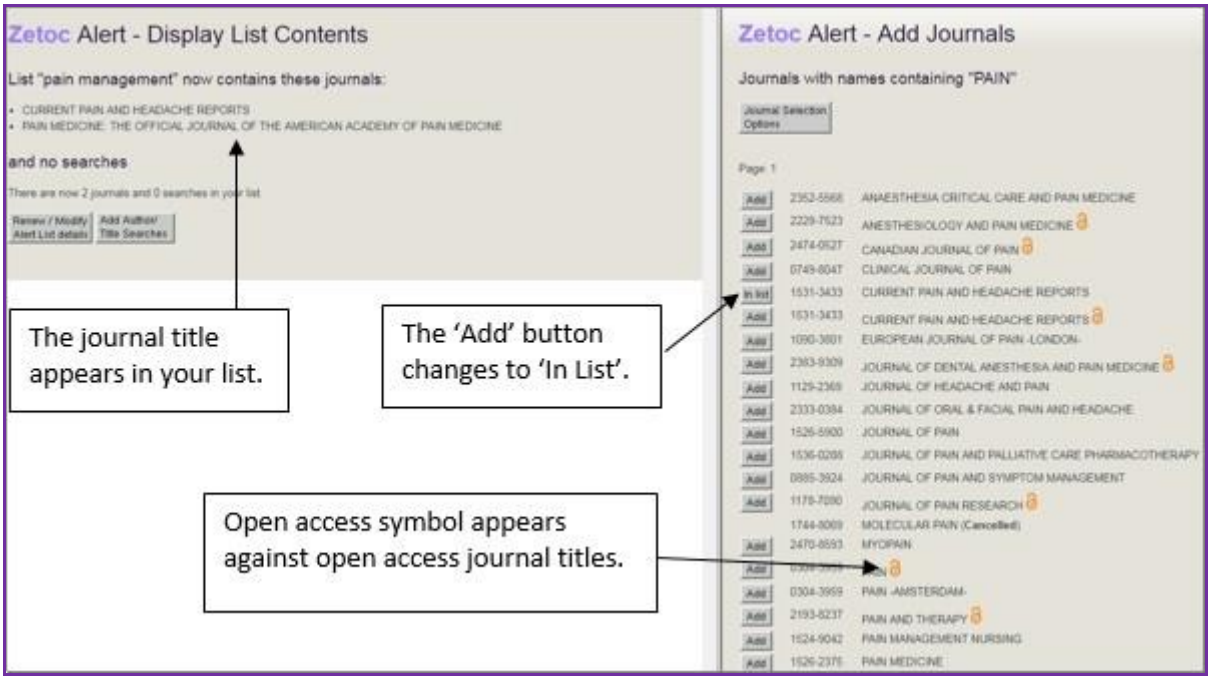


2. You may select journal titles for inclusion in your list one of three ways:
    - **Select a letter** to see an alphabetical list of journal titles beginning with that letter.
    - **Enter a search string**. The search engine will search for a phrase if you enter more than one word from the journal title. If

you enter, e.g., medical research, Zetoc will find journals with the title of medical research.

- **Select journals by subject category** to browse a list of journal titles in subject categories.

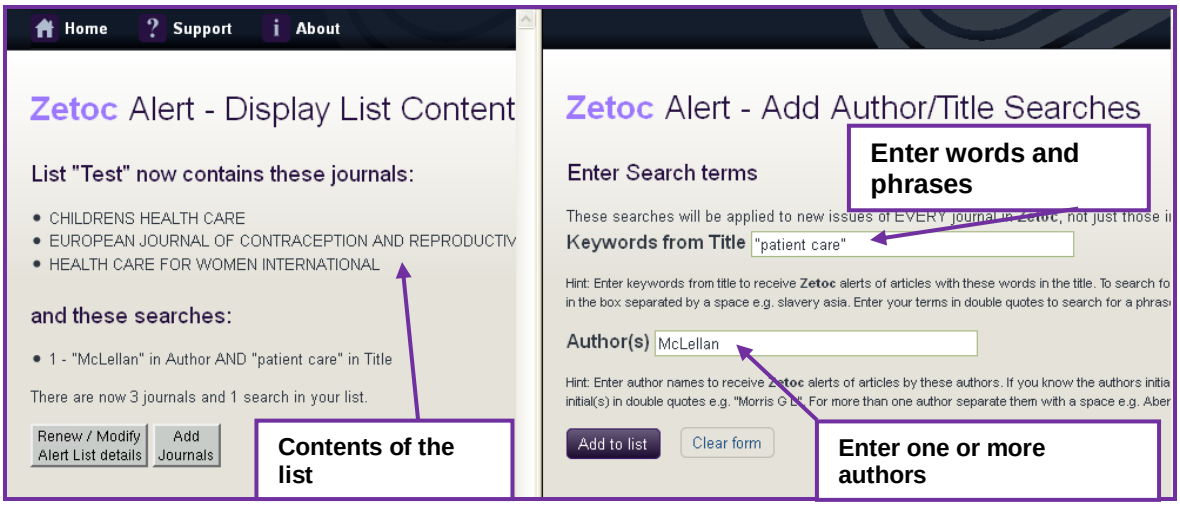
3. Type ***Health Care*** into the **Enter string** box.
4. Click on the **Add** button to the left of the journal name to add any three journals to your list. **Note:** the button changes to **In list** and the journal title appears in your list in the left-hand frame. You can only have up to 50 journal titles/searches in any list, but you can create as may lists as you wish.



Task 12: Add Author and Title Searches to an Alert List

1. Click on the link to **Add Author/Title Searches** to your list.
2. In the **Keywords from the Title** box enter ***"patient care"*** using quotation marks. This will search for words together and in that order.
3. In the **Author(s)** box enter ***McLellan***.
4. Use the **Add to list** button to confirm that you wish to add your keywords and authors to your alert list.

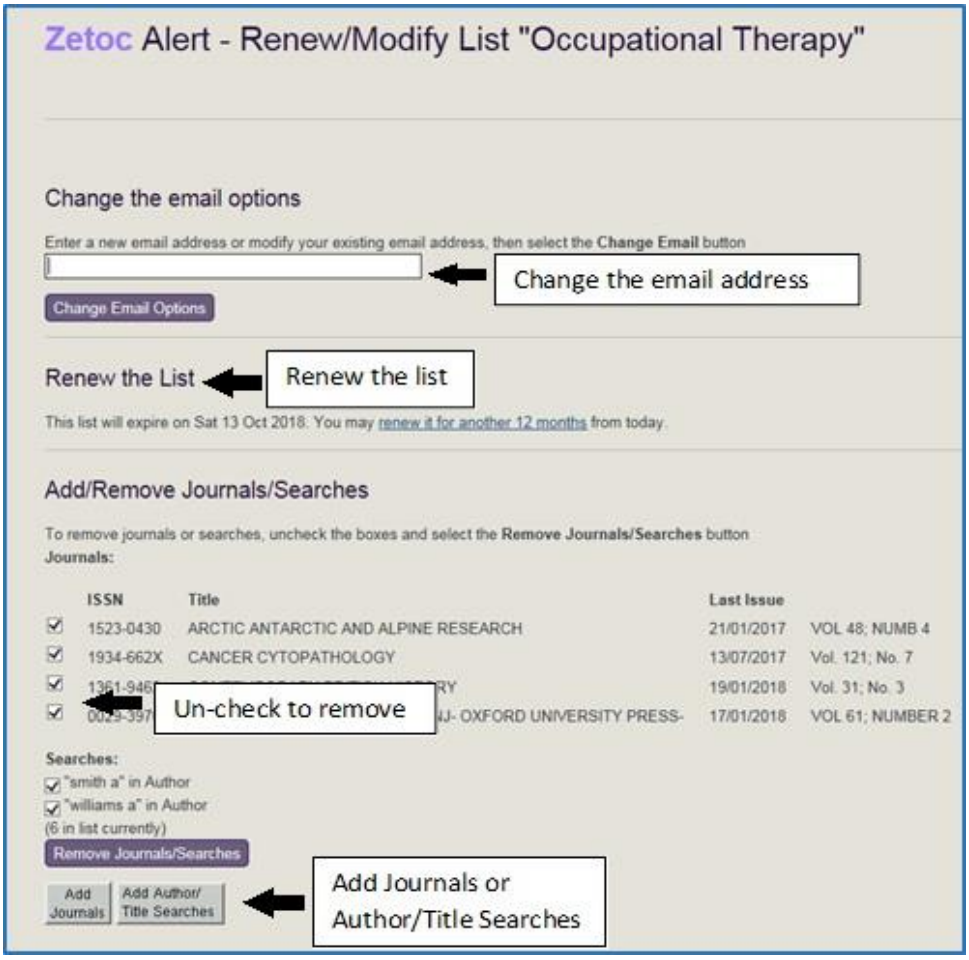
Note: the left-hand frame shows you what your list contains.



Task 13: Modify your Alert List

1. Click on the **Alert Homepage** button. From here, you have a drop-down menu from which to select one of your lists.
2. Select an Alert List and click on the **Renew/Modify** button.
3. You have several options to alter your Alert List, you may:
    - **Change the email address:** enter a new email address here and select the **Change Email Options** button. Confirmation that your email address has been changed will be displayed.
    - **Renew the list:** select the link to **renew it for another 12 months**. Alert Lists are set to expire 12 months from the date they were created. You will receive weekly email reminders from 4 weeks before your list is set to expire.
    - **Remove Journals/Searches:** by un-checking the tick boxes and selecting the **Remove Journals/Searches** button.
    - **Add Journals** or **Add Author/Title** searches.
4. Click on the **Add Journals** button or on the **Add Author/Title Searches** button to see that you will come to the split screen page, used in Tasks 11 and 12.
5. Click on the **Renew/Modify** button to go back to the Modify List page.
6. To delete a list, click on **Alert Homepage** and select a list from your drop-down menu, then click the **Delete** button. You will be asked for confirmation that you wish to delete the List, select the **Yes** button if you wish to continue.
7. To rename an Alert List click on **Alert Homepage** and select a list from your drop-down menu and click the **Rename** option.
8. When prompted enter the new name for alert and select **OK.**
9. Confirmation that the alert has been renamed will be displayed, along with a link to take you back to the Alert Homepage.

Note: members of some organisations will be given an automatically generated name; you will not be able to rename these lists.



3.3 Zetoc RSS

Task 14: Subscribing to an RSS Feed for a Journal in Zetoc

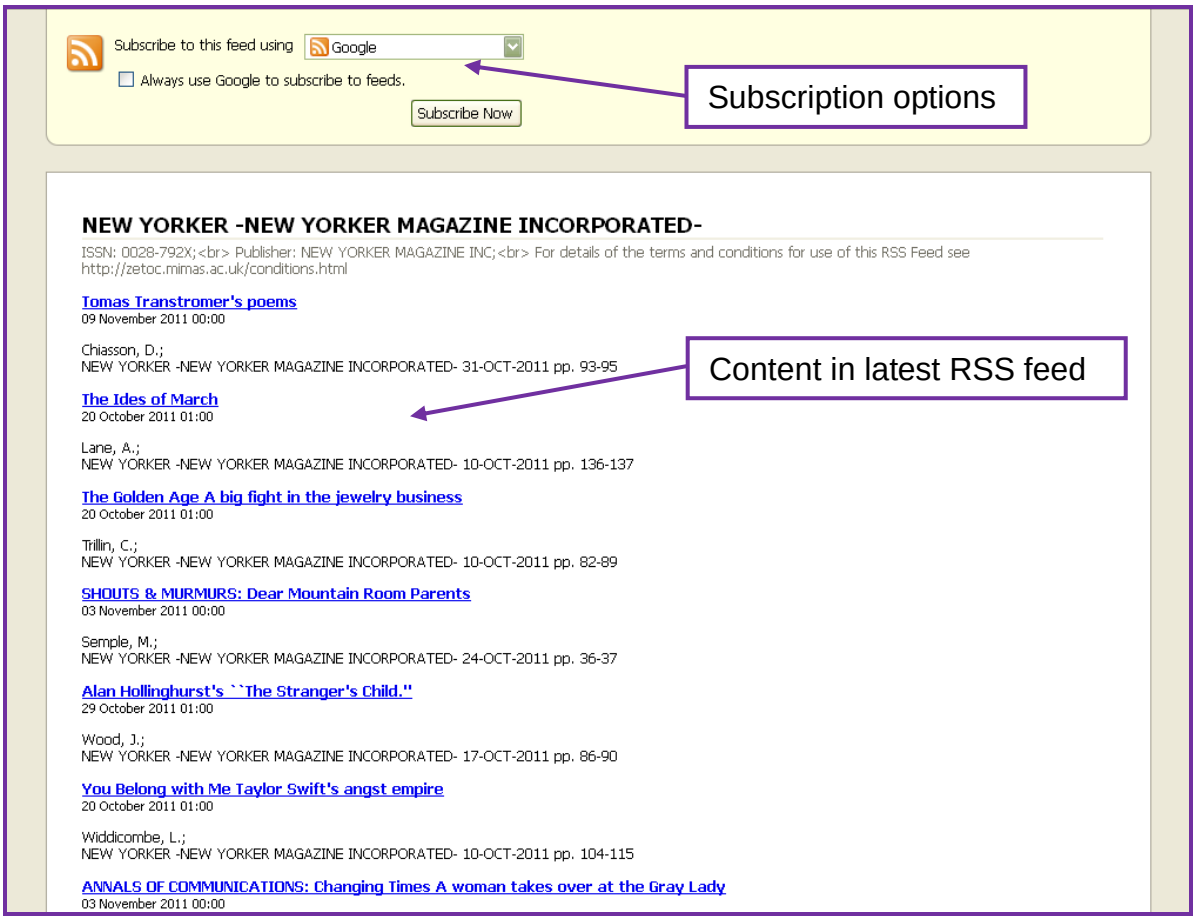
RSS is a format for delivering web content. Many news-related sites, weblogs and other online publishers offer their content as an RSS Feed.

A Zetoc RSS Feed will typically show the journal title, ISSN and publisher, together with the article titles and authors and the details of the journal issue and page numbers to keep you up to date.

To receive a RSS Feed you need a RSS reader. This is a piece of software that can check a list of feeds from Zetoc and display any updated articles that they find. There are many different versions of RSS readers, some of which are accessed using your web browser, and some of which are downloadable applications. The About Zetoc RSS page provides more information and links to further help.

1. Click on Zetoc RSS.
2. You can find RSS Feeds for journals by:
    - The letter the journal title begins with.
    - Searching for a word or a phrase in the title of the journal.
    - Subject category.
    - Or looking at a list of new journals added to Zetoc.

3. Once you have found a journal you wish to receive a RRS Feed from click on the RSS button beside the journal to come to an XML file that contains information about the journal.
4. From here you can chose the RSS reader you wish to use from the dropdown list at the top of the page and see an example of the content you will receive.
5. Each citation has a link to the Zetoc full record page for that article.



Note: Zetoc RSS feeds are updated on a monthly basis. If a journal is weekly, then you will get four feeds each month. If a journal is bi-monthly (every 2 months), you will get a feed for the month that it first appears in the Zetoc database. Feeds are kept for one month before they are removed from the Zetoc server.

Ordering Articles

All articles and papers in Zetoc are available from British Library On Demand. Click on the link to **Buy from the British Library** at the bottom of each record and complete a short online registration before ordering your documents.

In addition, there is a link to **Request a copy from your Institution's Library**, which facilitates making a document supply request.

Open Access records will have links to view the full text on the publisher website or Europe PMC from the Zetoc full record page.

Further Help

- For search help click on the question mark icon
- Zetoc FAQ also provides answers to some of the more common queries.

Links in Full

- About Zetoc RSS (https://zetoc.jisc.ac.uk/rss.html)
- Glossary (https://zetoc.jisc.ac.uk/glossary.html)
- Homepage (https://zetoc.jisc.ac.uk/)
- Zetoc FAQ (https://zetoc.jisc.ac.uk/faq.html)
- Zetoc RSS (https://zetoc.jisc.ac.uk/rssjnllist.html)

If you have any queries, comments or suggestions about the text or examples included in this workbook, please forward them to help@jisc.ac.uk

April 2020