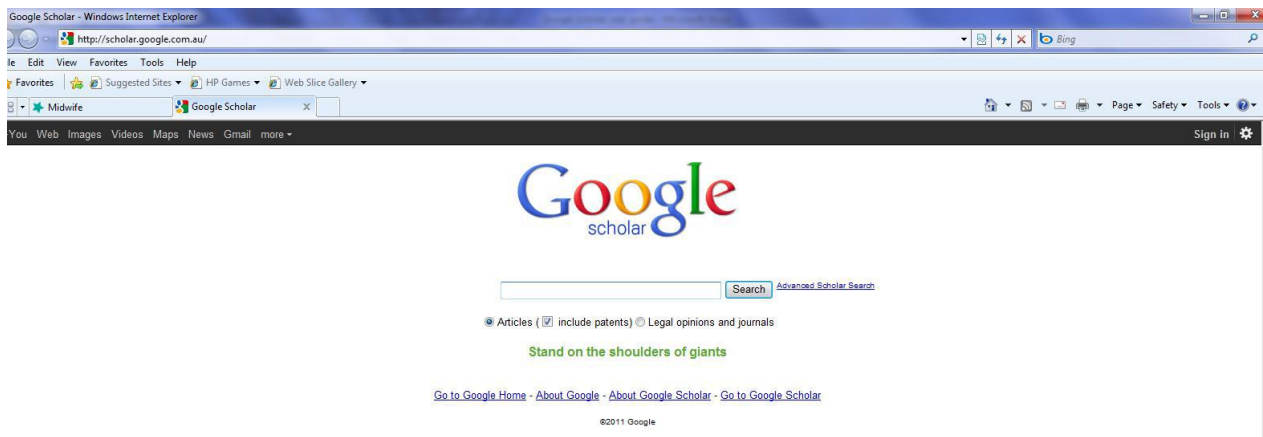


Google / Google Scholar User Guide

1. Google Scholar User Guide

Google Scholar can be accessed directly at www.scholar.google.com.au or via www.google.com.au, then clicking on the “more” drop down box at the top of the Google homepage, and selecting Google Scholar.



Google Scholar is a simple way to broadly search for "scholarly" literature. Google Scholar has the ability to search across a wide variety of sources such as articles, theses, books, abstracts and legal documents. These sources are selected from a wide range of academic publishers, professional societies, online repositories and other websites, although these are not necessarily peer reviewed. Google Scholar does not include shorter articles such as book reviews, news sections, editorials and papers without authors.

Google Scholar includes both basic and advanced search options. For help with searching and more information about the functionality of Google Scholar, click on “About Google Scholar” on the homepage, below the search box. On the “About Google Scholar” page there is a link to “Google Scholar Help” in the left hand menu.

Basic search:

Use the basic search box on the homepage of Google Scholar to search for the author, title of a paper or a keyword within the text of the paper. Results are ranked according to search relevance (search terms in the title or name of author will be listed first).

Search for:	Search term:
Author	Enter the author operator eg. "author:Brown". Using the word "author" limits the search to authors called Brown and avoids searching for brown subjects. Use initials, not first names eg. "jh brown" because many papers do not use first names in full
Title	Enter the title, or part of the title in quotation marks eg. "creating a safety net"
Author and Title	Enter the author's last name and a word(s) from the title eg. Brown"safety net"
Keyword/phrase	Enter the word(s) or a phrase. Using quotation marks enables an exact phrase to be located in the title or text

Search "operators" can be used which will help to refine your search:

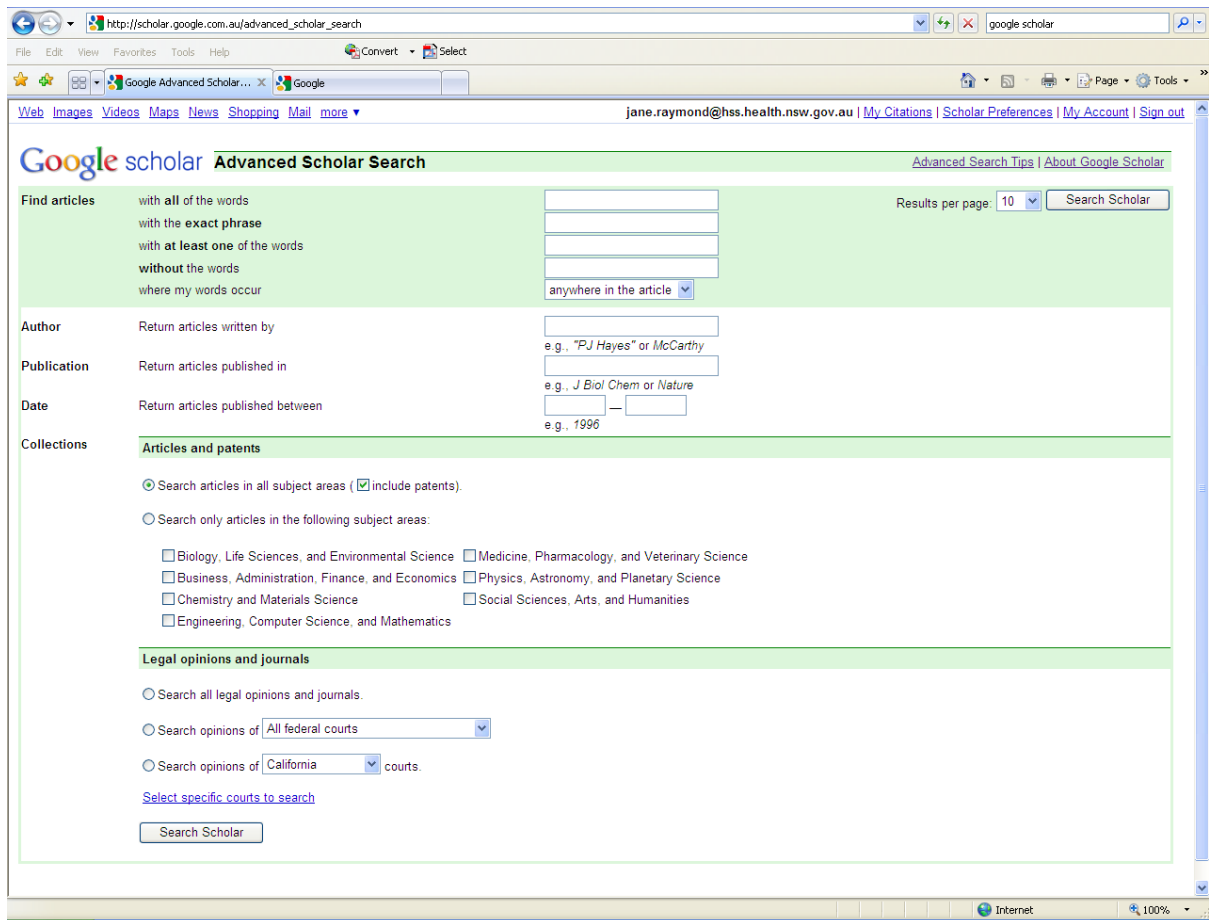
Operator	Purpose
+	Ensures that the results include common words, letters or numbers
-	Excludes all results that include a particular search term eg. "brown - author:brown" will search for papers about brown subjects, not authors called Brown
OR	Returns results that only include either of your search terms
intitle	Only returns results that include your search term in the document's title eg. "intitle:nephrology"

Advanced search:

Use the Advanced Search facility for more specific search options, for example to search either in the title or in the text, in certain sources only, within a specific date range, and with or without certain words.

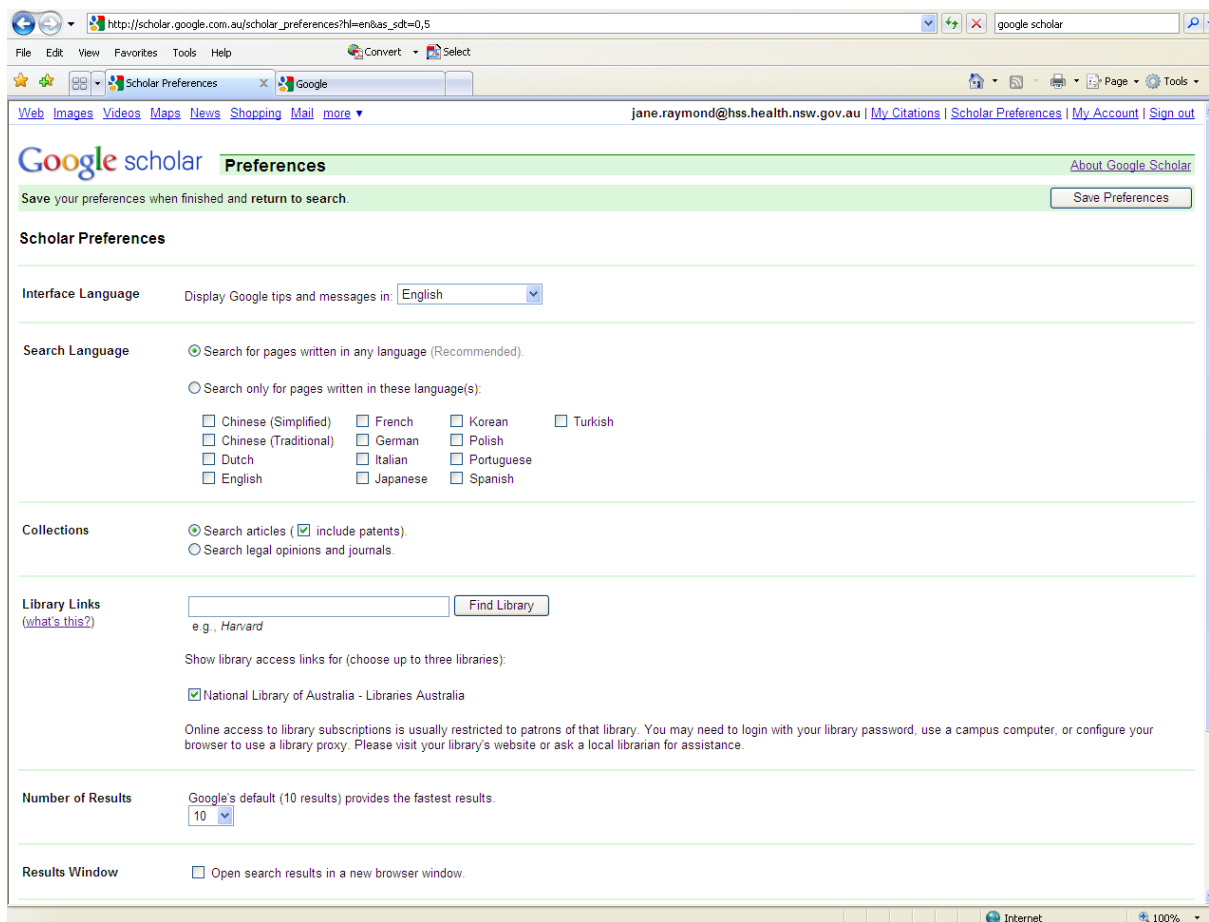
When searching within one journal only, it may be necessary to search several times using different spellings, eg. "Journal of Biological Chemistry" is often abbreviated as "J Biol Chem". On the Advanced Search page there is also a facility to restrict the search within certain subject areas eg. "Medicine, Pharmacology and Veterinary Science".

The "Advanced Search Tips" link at the top of the Advanced Search page provides support with searching. Tips include using the author, specific publications, and date restriction search options.



Google Scholar Preferences

The “Scholar Preferences” link at the top of the Google Scholar homepage enables search preferences to be saved permanently on the computer’s disk, provided “cookies” are allowed. Preferences include language, number of results on each page, and various Citation Export formats such as Endnote and RefWorks.



Managing and displaying the results

On the page where results are displayed there is an option to search more recent papers by selecting the date range from the “anytime” drop down box on the horizontal bar at the top of the results page. This is a useful function when using the basic search facility. There is also an option in the “articles and patents” drop down box that links basic search terms to the Advanced Search facility for a more specific search.

Inactive results marked [citation] are articles which other scholarly articles have referred to, but which Google Scholar has not found online. To exclude these from the search results select “at least summaries” from the drop down box at the top of the results page labelled “include citations”.

Links labelled “PDF” or HTML” to the right of the search results title provide free full text. When this is not available, the “all versions” link at the end of each result will give various source options for retrieving full text articles.

Creating an email alert

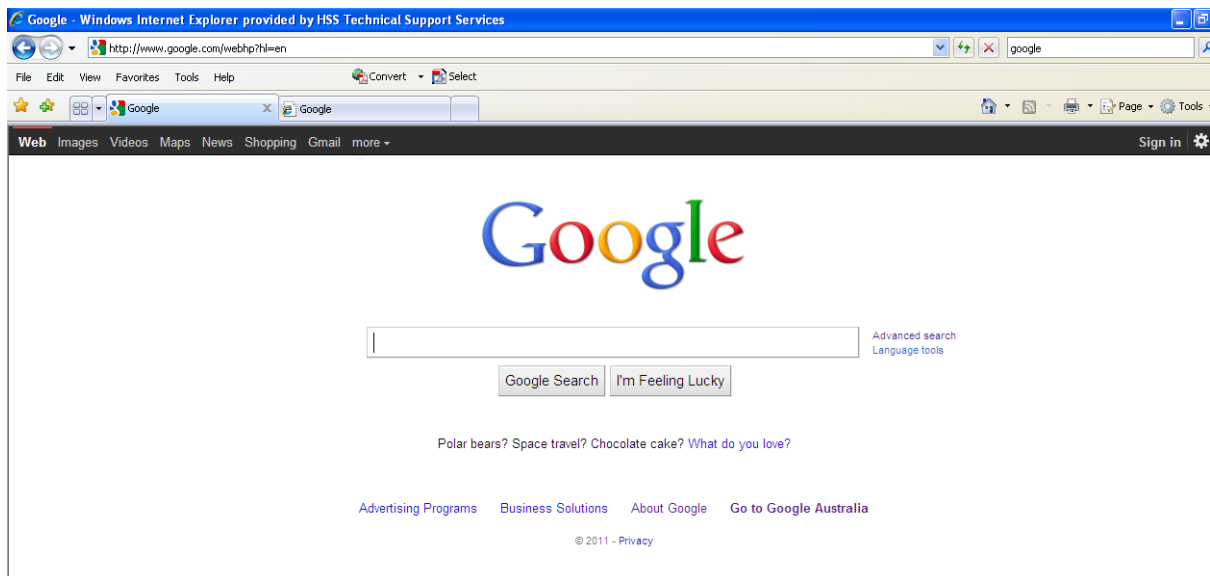
Click on the envelope option: “create email alert” at the top or bottom of the page to initiate alerts from Google Scholar with the details of newly published papers that match the requested search criteria. These can be emailed to accounts other than Google email accounts, but will need to be “verified” first through Google.

Creating a Google Account

Google Scholar does not allow searches to be saved, but by creating a Google account it is possible to activate “Web History”. This facility enables a search across webpages previously visited in the past, including Google Scholar searches, and offers personalised recommendations and search results based on previous searches.

2. Google User Guide

Google and Google Scholar search different online sources. Searching Google for example, is useful for searching domains eg. gov.au for government documents, or specific file types eg. .pdf or .ppt for educational materials, or when you want to locate a specific word in a URL. Similarly to Google Scholar, Google provides both a basic and an advanced search feature.



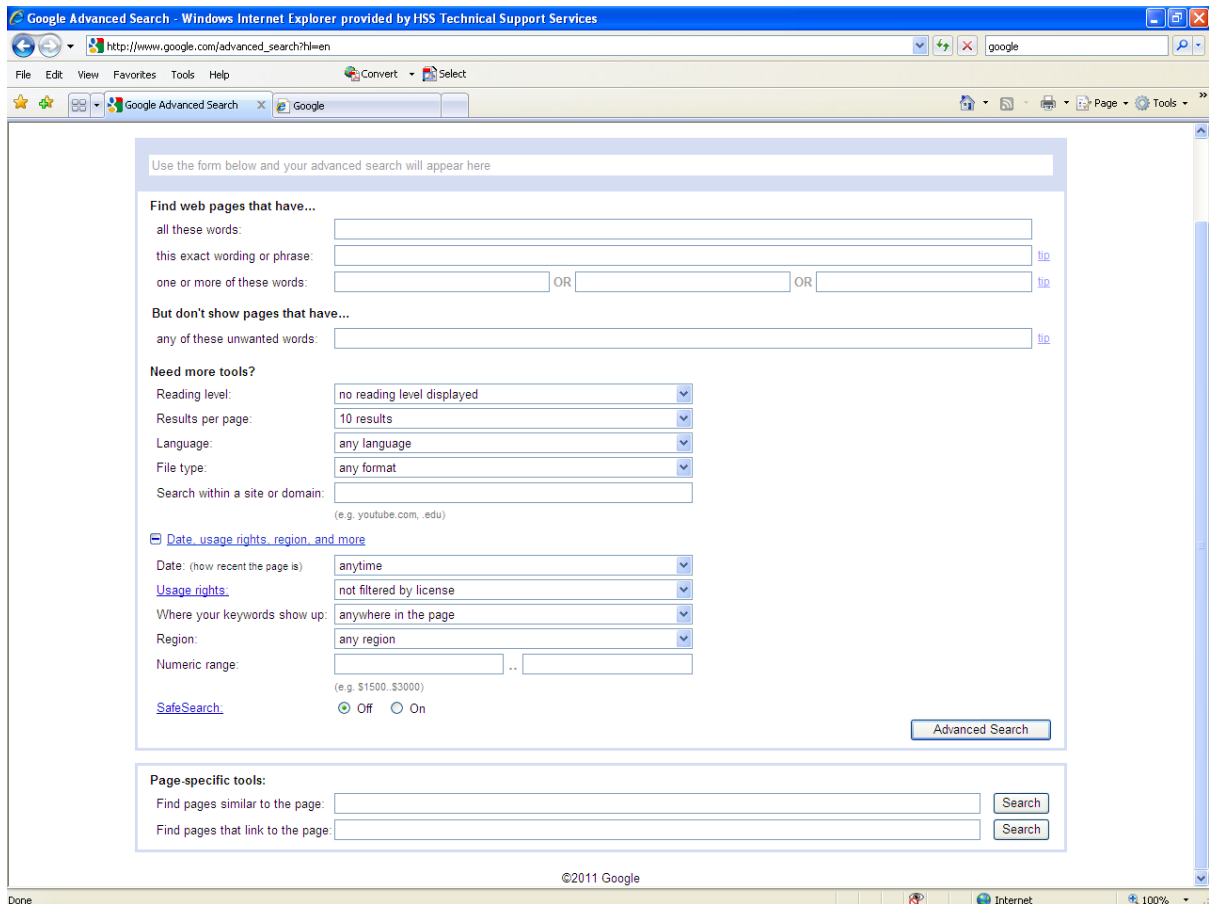
Basic Search

The basic search function will generally use all the words in a query, so keeping the search as simple as possible will make the search more accurate. Use descriptive words where possible.

Advanced search

The advanced search option enables a search using specific words, phrases or word options. It also has an option for reading level, results per page, language, file type or domain. It also has a date or numeric range option, and the option to search only within title, text or URL. An

'Advanced Search Tips' page is available at the top right hand corner of the Advanced Search page.



Google Preferences

Features such as a chosen language, number of results per page, predictive query searching, and a 'safe search' option can be set permanently by selecting these features from 'Search Settings' by clicking on the wheel in the top right hand side of the Google home page.

Managing Google search results

A left hand filter menu opens alongside Google search results. Web content can be filtered for example, to provide only images, news items, books, discussions and places. You can also search within certain timeframes, for example all the news items related to your search within the previous month. The 'Something Different' option allows for parallel searches that might be interesting. Google does not offer the option to save results or export into a bibliography manager.

Search Tips for Google and Google Scholar

The capability and the search operators differ between Google and Google Scholar. The following table (adapted from Noruzi, A (2005) *Google Scholar: the next generation of citation index*, Libri, vol 55 pp170-180) provides searching tips across both sites.

Google and Google Scholar Searching Tips	Google	Google Scholar
Use the advanced search page	Y	Y
"Phrase searching"	Y	Y
Domain searching site:edu site:gov.au	Y	N
Author:"m brown" Note no gap between colon and word, and quotation marks if using the author's initial	N	Y
OR (webometric OR webometrics)	Y	Y
Publication searching: type title of publication in quotes eg. 'J Biol Chem' or 'Journal of Biological Chemistry'. Can combine with OR	N	Y
Intitle: searches for the word in the document title eg.intitle:competitive intelligence	Y	Y
Inurl: word must be in URL eg.inurl:ethics	Y	N
Filetype: search for powerpoint, pdf etc eg. filetype:ppt	Y	N
Scholar preferences – bibliography manager. Show links to export citations to your preferred software (eg. Endnote or RefWorks)	N	Y

Google Scholar – advantages and limitations

Google Scholar is not a substitute for a properly-conducted search in an appropriate health database like Pubmed. **However, it may be a useful adjunct** to a complete search and may find some unique material including full-text articles.

Advantages:

- **May provide access to the full text of an article identified elsewhere**
- **May find material not available on Journal Databases** e.g. books, conference papers, theses, technical reports, preprints, academic web pages
- **Searches the full text of a source**, so may find words not in the title or abstract
- Finds articles which cite a reference ('cited by' feature)
- May find similar references ('related articles' feature)
- Useful as an adjunct to a search in Medline or Embase

Limitations:

- **Search results may not be current or comprehensive**
- **Searching is less precise than in academic databases**

- Doesn't search all scholarly content or journals
- May not cover older publications, particularly those not published electronically
- Many records are available only as summaries, abstracts or pay-for-view
- Results ranked by a confidential algorithm which favours frequently-cited references
- **Bias towards older references** (because they have more citations)
- Anomalies and errors in listings e.g. citations with missing details, author's names