

# Brief orientation for CAEC 2015

Presented by  
Jean Thomas  
Faculty Librarian: EBEIT

# Finding information



# Staff Portal at <http://newmy.nmmu.ac.za/>

## Click here to go to the Library web site

The screenshot shows the Nelson Mandela Metropolitan University Staff Portal. The browser address bar displays <http://newmy.nmmu.ac.za/Pages/default.aspx>. The page header includes the university logo, the text "staff portal", and a navigation menu with links: Official stuff, Academic stuff, Computer Stuff, Communications, Online Forms, Internal sites, and Public sites. Below the header, there is a section for "Approved Summer Graduation Ceremonies" with logos for MADIBAZ RADIO, MINI SURVEY BUILDER, MAKE ME GREEN, WHISTLE BLOWING, DEMOCRACY for tomorrow, ISI 2020, and Disability Unit. The main content area is divided into two columns. The left column, titled "My Tools", contains links for My information, Home directory, Inbox, E-mail web access, E-mail subscriptions, Calendar, Own cloud, Buy printing credits, Leave, Business intelligence, Intelliweb, Printing reports, My web space, Application catalog, Reset login password, and Office 365 ProPlus. The right column, titled "General Information", contains links for ITS, ITS People Search, Blended Learning, Self-paced tutorials, Information security, Mobile information, www.nmmu.ac.za, Copyright information, Active Technology, Helpdesk & FAQ, Library, Research, Research Ethics, Moodle/Learn, Feedback form, Student portal, University Shop, and Report security breach. A red arrow points from the text "Click here to go to the Library web site" to the "Library" link in the General Information section.

# Library & Information Services

## <http://library.nmmu.ac.za/>

Screenshot of the Nelson Mandela Metropolitan University Library & Information Services website.

**Navigation Bar:** Academic entities | Non-academic and support entities | Campus sites | NMMU main site

**Header:** Nelson Mandela Metropolitan University  
for tomorrow  
Port Elizabeth & George

**Search Bar:** [Search icon]

**Library and Information Services**

**Left Sidebar:**

- EndNote
- Home
- Contact us
- E-Forms
- Faculty librarians
- FAQ
- General information
- Information resources
- Library hours
- LIS News
- Research Commons
- Services
- People with Disabilities
- Suggestions and comments
- Training
- Training sessions
- LIS Social Media Links

**Classic Catalogue**

**NMMU online databases**

**FindPlus** [Search box] [SEARCH]

**FindPlus mobile**

**Buy printing credits**

**eBooks**

**Looking for**

- > Books/Journals
- > Accredited journals
- > Free trial databases

**How to**

- > Login from off-campus
- > Access WiFi hotspots
- > Apply reference styles

**Useful links**

- > My library record
- > Infowise
- > Google Scholar



# Click here to go to the Faculty Librarian web site

The screenshot shows the website for Nelson Mandela Metropolitan University's Library and Information Services. The browser address bar displays <http://library.nmmu.ac.za/>. The page features a navigation menu at the top with links to Academic entities, Non-academic and support entities, Campus sites, and NMMU main site. Below this is the university's logo and a banner image of a building. A red arrow points to the 'Faculty librarians' link in the left sidebar. The main content area includes a search bar, a 'Classic Catalogue' button, and a 'NMMU online databases' button. There is also a 'FindPlus' search box with a 'SEARCH' button. A sidebar on the left lists various services and resources, including 'EndNote', 'Home', 'Contact us', 'E-Forms', 'Faculty librarians', 'FAQ', 'General information', 'Information resources', 'Library hours', 'LIS News', 'Research Commons', 'Services', 'People with Disabilities', 'Suggestions and comments', 'Training', and 'Training sessions'. At the bottom, there are sections for 'Looking for', 'How to', and 'Useful links'.

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

**Nelson Mandela Metropolitan University**  
*for tomorrow*  
Port Elizabeth & George

**Library and Information Services**

EndNote  
Home  
Contact us  
E-Forms  
Faculty librarians  
FAQ  
General information  
Information resources  
Library hours  
LIS News  
Research Commons  
Services  
People with Disabilities  
Suggestions and comments  
Training  
Training sessions

Classic Catalogue | NMMU online databases

FindPlus [SEARCH]

FindPlus mobile  
Buy printing credits

eBooks

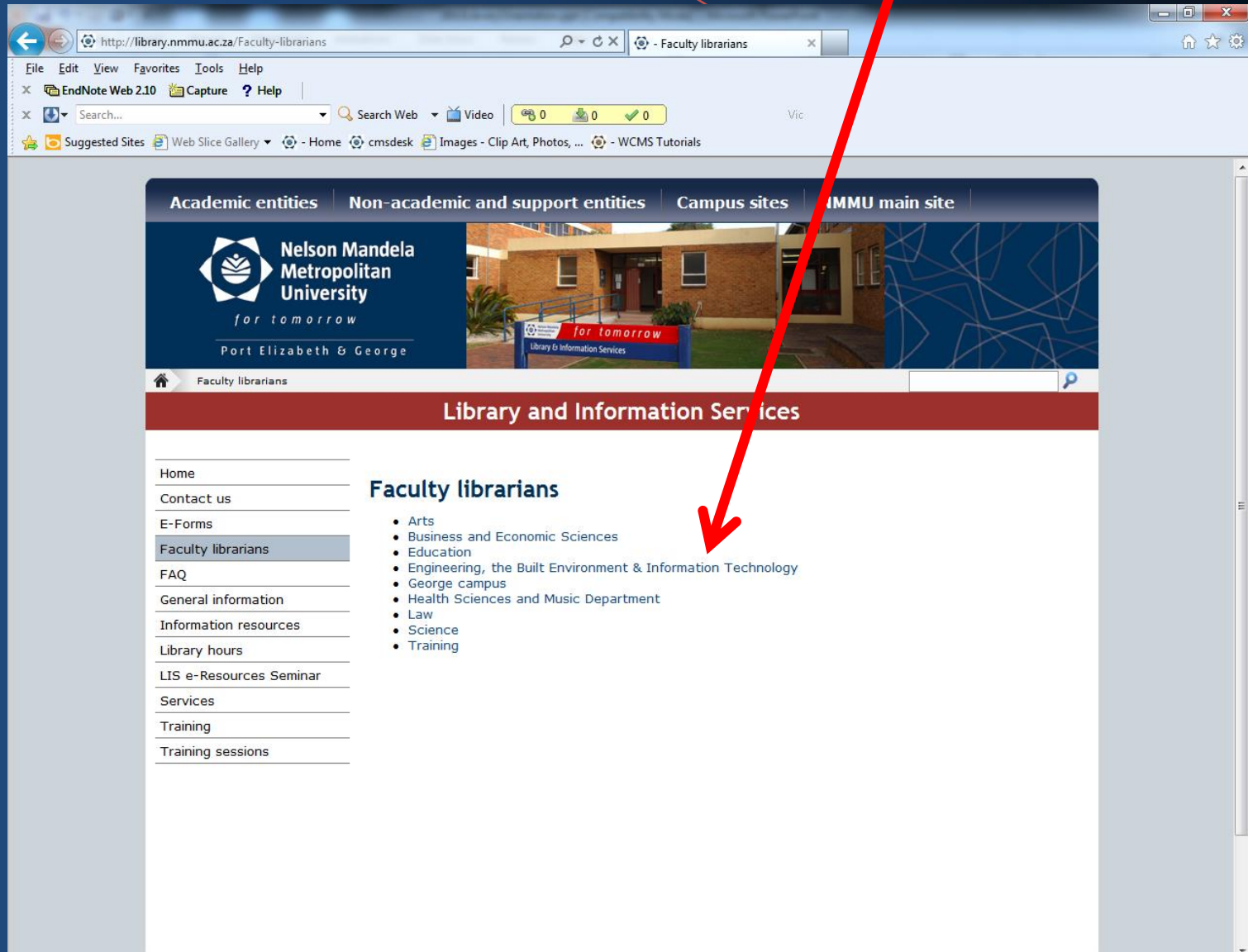
**Looking for**  
Books/Journals  
Accredited journals  
Free trial databases

**How to**  
Login from off-campus  
Access WiFi hotspots  
Apply reference styles

**Useful links**  
My library record  
Infowise  
Google Scholar

LIS Social Media Links

# Faculty Librarians. Click on *Engineering, the Built Environment & Information Technology*



The screenshot shows a web browser window with the URL <http://library.nmmu.ac.za/Faculty-librarians>. The browser's address bar and menu bar are visible. The website header includes navigation links: Academic entities, Non-academic and support entities, Campus sites, and NMMU main site. The main banner features the Nelson Mandela Metropolitan University logo and a photograph of a building. Below the banner, a red bar reads 'Library and Information Services'. A left sidebar contains a list of links: Home, Contact us, E-Forms, Faculty librarians (highlighted), FAQ, General information, Information resources, Library hours, LIS e-Resources Seminar, Services, Training, and Training sessions. The main content area is titled 'Faculty librarians' and lists several academic departments: Arts, Business and Economic Sciences, Education, Engineering, the Built Environment & Information Technology, George campus, Health Sciences and Music Department, Law, Science, and Training. A red arrow points from the title text to the 'Engineering, the Built Environment & Information Technology' link.

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

**Nelson Mandela Metropolitan University**  
for tomorrow  
Port Elizabeth & George

Faculty librarians

**Library and Information Services**

Home  
Contact us  
E-Forms  
**Faculty librarians**  
FAQ  
General information  
Information resources  
Library hours  
LIS e-Resources Seminar  
Services  
Training  
Training sessions


**Faculty librarians**


- Arts
- Business and Economic Sciences
- Education
- Engineering, the Built Environment & Information Technology
- George campus
- Health Sciences and Music Department
- Law
- Science
- Training

# Faculty Librarian web site – <http://ebeitlibrarian.nmmu.ac.za/>

The screenshot shows a web browser window with the address bar displaying <http://ebeitlibrarian.nmmu.ac.za/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website's header features a navigation bar with links to Academic entities, Non-academic and support entities, Campus sites, and NMMU main site. Below this, the Nelson Mandela Metropolitan University logo is displayed on the left, and the Faculty of Engineering, the Built Environment and Information Technology logo is on the right. A search bar is located in the center of the header. The main content area is titled "Faculty Librarian - EBEIT". On the left, a sidebar contains links to Home, Contact Faculty Librarian, and Training. The main text area welcomes staff and students and describes the website's purpose as a one-stop toolbox for resources in engineering, the built environment, and information technology. A portrait of Jean Thomas, the Librarian, is shown on the left, with her contact information: Librarian - Faculty: Engineering, the Built Environment & Information Technology, Tel: 27 41 504 3026, and email Jean.Thomas@nmmu.ac.za. To the right of her portrait is a photograph of a modern building. At the bottom, there are three columns: "Find" with links to Articles in journals, Books, Conference papers, and FindPlus (Discovery); "How to" with links to Cite sources, Create a PIN (Personal Identification Number), and Order resources for; and "Useful links" with links to Citation guides, Faculty Librarian newsletter, and Faculty of Engineering.

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

 **Nelson Mandela Metropolitan University**  
*for tomorrow*  
Port Elizabeth & George




**Faculty of Engineering, the Built Environment and Information Technology**  
*Technology for tomorrow*


Faculty Librarian - EBEIT

Home  
Contact Faculty Librarian  
Training

Welcome to the Faculty Librarian Web site for staff and students of the NMMU Faculty of Engineering, the Built Environment and Information Technology

The purpose of the Web site is to present a one-stop toolbox for the faculty's staff and students to locate useful links to resources with the focus on the fields of engineering, the built environment and information technology.

  
Jean Thomas  
Librarian - Faculty:  
Engineering, the Built  
Environment & Information  
Technology  
Tel: 27 41 504 3026  
Jean.Thomas@nmmu.ac.za



**Find**

- Articles in journals
- Books
- Conference papers
- FindPlus (Discovery)

**How to**

- Cite sources
- Create a PIN (Personal Identification Number)
- Order resources for

**Useful links**

- Citation guides
- Faculty Librarian newsletter
- Faculty of Engineering,

# On the home page: Find

## Find

- Articles in journals
- Books
- Conference papers
- FindPlus (Discovery search tool)
- Full text of an article
- *h*-index
- Lists of DHET accredited journals
- Newspaper articles
- Prescribed books
- Previous examination papers
- Standards (SABS documents)
- Theses and dissertations

# On the home page: How to

## How to

- Cite sources
- Create a PIN (Personal Identification Number)
- Order resources for library  
(Academic staff only)
- Use EndNote Desktop
- Use EndNote Online  
(formerly EndNote Web)
- Use Inter-Branch Loans
- Use Inter-Library Loans
- Use MS Word to reference sources

# On the home page: Useful links

## Useful links

- Citation guides
- Faculty Librarian newsletter
- Faculty of Engineering, the Built Environment and Information Technology
- For postgraduate students
- Library catalogue (Classic catalogue)
- NMMU A-Z Journal list
- NMMU Library



# LIS website online databases link

The screenshot shows the website of the Nelson Mandela Metropolitan University Library and Information Services. The browser address bar displays <http://library.nmmu.ac.za/>. The website features a navigation bar with links to Academic entities, Non-academic and support entities, Campus sites, and NMMU main site. The main header includes the university logo and the text "for tomorrow" and "Port Elizabeth & George". Below the header is a red banner with the text "Library and Information Services". The left sidebar contains a list of links: EndNote, Home, Contact us, E-Forms, Faculty librarians, FAQ, General information, Information resources, Library hours, LIS News, Research Commons, Services, People with Disabilities, Suggestions and comments, Training, and Training sessions. The main content area includes a "Classic Catalogue" link, a "NMMU online databases" link (highlighted by a red arrow), a "FindPlus" search bar, and a "SEARCH" button. There is also a "FindPlus mobile" link and a "Buy printing credits" link. On the right, there is an "eBooks" section with a stack of books and a laptop. At the bottom, there are three columns of links: "Looking for" (Books/Journals, Accredited journals, Free trial databases), "How to" (Login from off-campus, Access WiFi hotspots, Apply reference styles), and "Useful links" (My library record, Infowise, Google Scholar).

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

**Nelson Mandela Metropolitan University**  
for tomorrow  
Port Elizabeth & George

**Library and Information Services**

EndNote  
Home  
Contact us  
E-Forms  
Faculty librarians  
FAQ  
General information  
Information resources  
Library hours  
LIS News  
Research Commons  
Services  
People with Disabilities  
Suggestions and comments  
Training  
Training sessions

Classic Catalogue | **NMMU online databases**

FindPlus  SEARCH

FindPlus mobile  
Buy printing credits

eBooks

**Looking for**  
Books/Journals  
Accredited journals  
Free trial databases

**How to**  
Login from off-campus  
Access WiFi hotspots  
Apply reference styles

**Useful links**  
My library record  
Infowise  
Google Scholar

LIS Social Media Links



# Online databases (LIS website)

The screenshot shows a web browser window with the address bar displaying <http://library.nmmu.ac.za/Information-resources/Databases>. The browser tabs include 'Home' and 'Databases'. The website header features the Metropolitan University logo and the text 'for tomorrow' and 'Port Elizabeth & George'. A navigation bar includes 'Information resources' and 'Databases'. A red banner reads 'Library and Information Services'. On the left is a sidebar menu with links: EndNote, Home, Contact us, E-Forms, Faculty librarians, FAQ, General information, Information resources (selected), Databases (selected), Accredited journal list, eBook List, Free e-Resources, Free trial databases, International repositories, Library catalogue, Mobile sites and apps, New Resources, Newspapers, Open Access Resources, South African University Libraries, Research Tools, and Theses and dissertations. The main content area is titled 'Databases' and contains a paragraph: 'For off-campus access to search the databases, you must be a registered Library User and will need a Library barcode and PIN. To create your own PIN after registration in the library, click on [My Library Record](#) on the catalogue homepage and follow the instructions.' Below this is a button 'Click to view key to the icons' and an alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Instructions state: 'Hover over icon ⓘ to read about the database.' and 'Click on icon 📱 to view mobile site.' A list of databases is shown under the heading 'A':

- AccessEngineering** ⓘ  
on/off campus
- AccessPharmacy** ⓘ  
on/off campus
- AccessScience** ⓘ 📱  
A library of science and technology information. Click on "Subscriber Login" on/off campus

# For postgraduate students (scroll down to view other search engines and databases

## Other search engines

- *BASE: Bielefeld Academic Search Engine*
- *Duck Duck Go*
- *Google Scholar*
- *Microsoft Academic Search*
- *Mozbot*
- *OAIster*
- *Yandex*
- *Zuula*

## Databases that can be searched free of charge

- *CiteSeer*
- *CiteULike*
- *docjax*
- *Deep Blue – Advanced search*
- *E-Print Network*
- *HighWire*
- *IngentaConnect*
- *Questia*
- *WorldWideScience.org*

# Finding full text resources

# Articles



# Ways of finding the full text of an article

- By searching the library catalogue
- By searching the NMMU A-Z journal list
- Asking the author for a copy via e-mail

# Example of a bibliographical reference (citation)

Article title

The effects of adding real estate into mixed-asset portfolios in South Africa.

Written by Abel Olaleye

Journal  
title

*Journal of Financial Management of  
Property and Construction*, Volume 16,  
Issue 3, 2011, pp.272 - 282

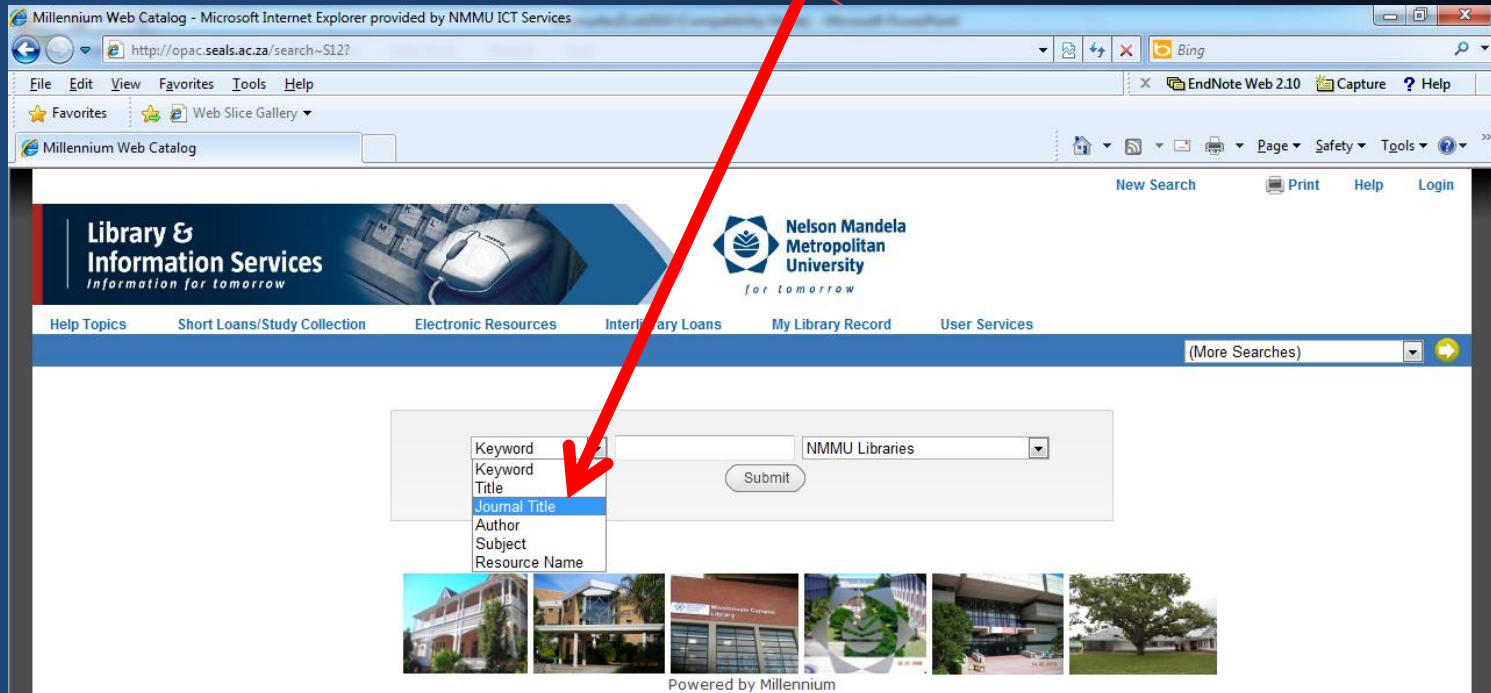
Searching the library catalogue for the full text of an article

Library catalogue:

**<http://millennium.seals.ac.za/search~S12>**



Library catalogue: click on arrow next to *Keyword* and on the dropdown menu click on *Journal Title*



**In the unlikely event that there are no search results, retry the search by changing the field setting to “Title”**

Enter the title of the journal and click on  
*Submit*

Millennium Web Catalog - Microsoft Internet Explorer provided by NMMU ICT Services

http://millennium.seals.ac.za/search~S12

File Edit View Favorites Tools Help

EndNote Web 2.10 Capture ? Help

Faculty Librarian: Engineer... Millennium Web Catalog

New Search Print Help Login

Library & Information Services  
Information for tomorrow

Nelson Mandela Metropolitan University  
for tomorrow

Help Topics Short Loans/Study Collection Electronic Resources Interlibrary Loans My Library Record User Services

More Search Options

Journal Title Property and Construction NMMU Libraries

Submit

Powered by Millennium

Internet | Protected Mode: On 100%

In this example only one option exist for accessing the full text of the article. Click on it, e.g. *NMMU Patrons link to Emerald*

The screenshot shows the NMMU SEALS library website interface. The browser window title is "SEALS /NMMU All - Microsoft Internet Explorer provided by NMMU ICT Services". The address bar shows the URL: <http://millennium.seals.ac.za/search/?searchtype=v&SORT=D&searcharg=Journal+of+Financial+Management+of+Property+and+Construction&>. The page features a header with the NMMU logo and navigation links. A search bar at the top right contains the text "(Search History)". Below the header, there are navigation tabs: "Help Topics", "Short Loans/Study Collection", "Electronic Resources", "Interlibrary Loans", "My Library Record", and "User Services". A "More Search Options" dropdown menu is also present. The main search results area displays the title "Journal of Financial Management of Property and Construction" with a star rating. Below the title, there is a section titled "Click your library link for access to full-text:" with the following options: "NMMU Patrons link to Emerald" (highlighted by a red arrow), "01 Jan. 2005-", and "View Resource Record". A "Full Details" link is also visible. To the right of the search results, there is a "Permanent Link" section and a "Resources" section with links to "Search Google Scholar" and "Search WorldCat". The bottom of the page shows the status bar with "Done" and "Internet | Protected Mode: On".

Choose the relevant year, volume and issue and click on it (in the example: 2011, volume 16, issue 3)

The screenshot shows the Emerald journal website interface. The main content area displays the 'Volume List' for the 'Journal of Financial Management of Property and Construction'. The journal's ISSN is 1366-4387, and it has been online since 2005. The subject area is 'Built Environment'. The content list includes links for the latest issue, RSS feeds, and previous issues. The volume list shows 42 issues available from Volume 10 Issue 1 to Volume 16 Issue 3. The volume list is organized by volume and year, with links to specific issues. A red arrow points to the link for Volume 16, Issue 3, 2011.

**Volume List**  
Issue(s) available: 42 - from Volume 10 Issue 1, to Volume 16 Issue 3

Icon key: ☒ You have access to this title ☐ Backfiles ☐ Earlycite

[View all issues](#)

| Volume     | Issue                   | Year | Special issue  |
|------------|-------------------------|------|--|
| Volume: 16 | <a href="#">Issue 3</a> | 2011 | Special issue: Property and Construction               |
|            | <a href="#">Issue 2</a> | 2011 |  |
|            | <a href="#">Issue 1</a> | 2011 | Special issue: Commercial Aspects of Lean Construction |
| Volume: 15 | <a href="#">Issue 3</a> | 2010 | Special issue: Public Private Partnerships             |
|            | <a href="#">Issue 2</a> | 2010 |  |
|            | <a href="#">Issue 1</a> | 2010 |  |
| Volume: 14 | <a href="#">Issue 3</a> | 2009 | Special issue: Property finance and investment in Asia |
|            | <a href="#">Issue 2</a> | 2009 |  |
|            | <a href="#">Issue 1</a> | 2009 |  |
| Volume: 13 | <a href="#">Issue 3</a> | 2008 |  |
|            | <a href="#">Issue 2</a> | 2008 |  |
|            | <a href="#">Issue 1</a> | 2008 |  |

**Further Information**

- [About the Journal](#)
- [Sample Articles](#)
- [See all available RSS feeds](#)
- [Purchase Information](#)
- [Editorial Team](#)
- [Write for this journal](#)
- [Support and services for authors](#)
- [Other titles in this subject area](#)

# Scroll down to the article that starts on page 272

Emerald | Journal of Financial Management of Property and Construction | Table of contents | Vo - Microsoft Internet Explorer p

http://0-www.emeraldinsight.com.wam.seals.ac.za/journals.htm?issn=1366-4387&volume=16&issue=3

File Edit View Favorites Tools Help

EndNote Web 2.10 Capture ? Help

Faculty Librarian: Engineer... CASE A to Z List Home Emerald | Journal of Fin...

Home Text View Contact Us Site Map Support Register Administrators

**Emerald**  
Research you can use

**Login**  
Welcome:  
NELSON MANDELA  
METROPOLITAN UNIVERSITY  
Account info Logout

Search for:  
in: All content Go

Advanced search  
Marked lists  
Browse:  
Books & Journals  
Bibliographic Databases  
Case Studies  
Resources:  
Product Information  
Licensing Solutions  
For Authors  
For Librarians  
For Engineers  
Research Zone  
Learning Zone  
Teaching Zone  
Multimedia Zone  
Support Resources  
About Emerald

Emerald Emerging Markets Case Studies

Home > Journal of Financial Management of Property and Construction > Table of contents: Volume 16 issue 3 - Current Issue

**Journal of Financial Management of Property and Construction**  
ISSN: 1366-4387  
Online from: 2005  
Subject Area: [Built Environment](#)  
Content: [Latest Issue](#) | [RSS](#) | [Latest Issue RSS](#) | [Previous Issues](#)  
Options: To add Favourites and Table of Contents Alerts please take a [Emerald profile](#)

Search in this title:  
Go

**Table of contents:**  
**Volume 16 issue 3 - Current Issue**  
Published: 2011, Start page: p197  
Special Issue: Anniversary special issue: property and Construction  
Guest editor(s): Gerard Wood and Peadar Davis

Icon key: ☒ You have access to this item ☐ Backfiles ☐ Earlycite ☐ Abstract only

**Articles**  
Details of your active accounts, and the resources you can access

*Key process area mapping in the production of an e-capability maturity model for UK construction organisations*  
Robert Eadie, Srinath Perera, George Heaney (pp. 197 - 210)  
Keywords: [Capability maturity model](#), [Construction industry](#), [E-procurement](#), [E-readiness](#), [Maturity model](#), [Process analysis](#), [Process management](#), [United Kingdom](#)  
Article type: Research paper  
[✓ Abstract](#) | [View HTML](#) | [View PDF \(136kb\)](#) | [Reprints & permissions](#)

*Modelling the costs of corporate implementation of building information modelling*  
Oluwole Alfred Olatunji (pp. 211 - 231)  
Keywords: [Australia](#), [BIM adoption](#), [BIM implementation](#), [Building information modelling](#), [Construction industry](#), [Costs](#), [Information technology](#), [Organizational structure](#), [Small to medium sized enterprises](#), [Technological adoption](#)  
Article type: Research paper  
[✓ Abstract](#) | [View HTML](#) | [View PDF \(146kb\)](#) | [Reprints & permissions](#)

*Concentration in the UK construction sector*  
John Lowe (pp. 232 - 248)  
Keywords: [Competition](#), [Concentration](#), [Construction industry](#), [Government policy](#), [Input-output links](#), [Monopoly](#), [United Kingdom](#)

**Further Information**

- [About the Journal](#)
- [Sample Articles](#)
- [See all available RSS feeds](#)
- [Purchase information](#)
- [Editorial Team](#)
- [Write for this journal](#)
- [Support and services for authors](#)
- [Other titles in this subject area](#)

Done

Internet | Protected Mode: On

100%



# Click on the link to full text of required article

Emerald | Journal of Financial Management of Property and Construction | Table of contents | Vo - Microsoft Internet Explorer p

http://0-www.emeraldinsight.com.wam.seals.ac.za/journals.htm?issn=1366-4387&volume=16&issue=3

File Edit View Favorites Tools Help

★ Favorites Web Slice Gallery

Faculty Librarian: Engineer... CASE A to Z List Home Emerald | Journal of Fin...

Learning Zone  
Teaching Zone  
Multimedia Zone  
Support Resources  
About Emerald

Emerald Emerging Markets Case Studies

Visit stand LM577 at London Online 29th Nov – 1st Dec to pick up your FREE sample case study

✓ [Abstract](#) | [View HTML](#) | [View PDF \(136kb\)](#) | [Reprints & permissions](#)

*Modelling the costs of corporate implementation of building information modelling*  
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Keywords: [Australia](#), [BIM adoption](#), [BIM implementation](#), [Building information modelling](#), [Construction industry](#), [Costs](#), [Information technology](#), [Organizational structure](#), [Small to medium sized enterprises](#), [Technological adoption](#)  
Article type: Research paper

✓ [Abstract](#) | [View HTML](#) | [View PDF \(146kb\)](#) | [Reprints & permissions](#)

*Concentration in the UK construction sector*  
John Lowe (pp. 232 - 248)  
Keywords: [Competition](#), [Concentration](#), [Construction industry](#), [Government policy](#), [Input-output links](#), [Monopoly](#), [United Kingdom](#)  
Article type: Research paper

✓ [Abstract](#) | [View HTML](#) | [View PDF \(105kb\)](#) | [Reprints & permissions](#)

*Precisely wrong or roughly right? An evaluation of development viability appraisal modelling*  
Peter Byrne, Pat McAllister, Peter Wyatt (pp. 249 - 271)  
Keywords: [Appraisal](#), [Development](#), [Modelling](#), [Planning](#), [Uncertainty](#), [United Kingdom](#), [Viability](#)  
Article type: Technical paper

✓ [Abstract](#) | [View HTML](#) | [View PDF \(122kb\)](#) | [Reprints & permissions](#)

*The effects of adding real estate into mixed-asset portfolios in South Africa*  
Abel Olaleye (pp. 272 - 282)  
Keywords: [Diversification benefits](#), [Listed property](#), [Real estate](#), [South Africa](#), [Stock](#), [Mixed-asset portfolio](#), [Portfolio investment](#), [Real estate](#), [South Africa](#)  
Article type: Research paper

✓ [Abstract](#) | [View HTML](#) | [View PDF \(83kb\)](#) | [Reprints & permissions](#)

*Financing low income housing in Nigeria*  
S.D. Wapwera, Ali Parsa, Charles Egbu (pp. 283 - 301)  
Keywords: [Developing countries](#), [Financing](#), [Housing](#), [Low pay](#), [Nigeria](#), [Traditional methods](#), [Urban areas](#)  
Article type: Research paper

✓ [Abstract](#) | [View HTML](#) | [View PDF \(149kb\)](#) | [Reprints & permissions](#)

**Guest editorial 2**  
[Property \(papers 4-6\)](#)  
Peadar Davis  
✓ [Abstract](#) | [View HTML](#)

**Guest editorial 1**  
[Construction papers](#)  
Gerard Wood  
✓ [Abstract](#) | [View HTML](#)


**Editorial**  
[Editorial](#)

Internet | Protected Mode: On 100%

# Full text of article in .pdf format

The\_effects[1].pdf - Adobe Reader  
File Edit View Document Tools Window Help

1 / 11 153% Find

 The current issue and full text archive of this journal is available at  
[www.emeraldinsight.com/1366-4387.htm](http://www.emeraldinsight.com/1366-4387.htm)

JFMPC  
16,3

272

## The effects of adding real estate into mixed-asset portfolios in South Africa

Abel Olaleye  
*Property Development Programme, School of Civil Engineering,  
Surveying and Construction, University of KwaZulu-Natal,  
Durban, South Africa*

### Abstract

**Purpose** – The purpose of this paper is to examine the performance of asset classes in the South African investment market and assess the diversification benefits from adding listed property stock into domestic mixed-asset portfolios.

**Design/methodology/approach** – The data sets comprise of quarterly returns on property listed stock, all share, all bond and 90 day Treasury bill for the period of January, 1999 to December, 2009. Return-risk performance of all the assets were compared using mean return, standard deviation, mean standard deviation ratio, coefficient of variation and correlation coefficient. To determine return enhancement and risk reduction benefits of property listed stock in mixed-asset portfolios, 22 naïve portfolios (17 with property stock and five without) were constructed and, their return and risk levels, obtained using Markowitz's mean variance analysis, were compared.

**Findings** – The results showed that there was evidence of superior return and risk-adjusted performance of real estate stock over other assets. Also, adding property stock into mixed-asset portfolios was found to have produced enhanced and statistically significant risk-adjusted returns but minimal and insignificant risk reduction benefits. These results however are conditional on the percentage allocation to real estate and the asset class replaced.

**Research limitations/implications** – The study has implication for investors. They could



# Searching the *NMMU A-Z journal list* for the full text of an article

*NMMU A-Z journal list:*

<http://case.iii.com/iii/caseaz/home.do?site=sealsn>

# NMMU A-Z Journal List

CASE A to Z List Home - Microsoft Internet Explorer provided by NMMU ICT Services

http://case.iii.com/iii/caseaz/home.do?site=sealsn

File Edit View Favorites Tools Help

EndNote Web 2.10 Capture ? Help

CASE A to Z List Home

Home | OPAC | Login | Help

Library & Information Services  
Information for tomorrow

Nelson Mandela Metropolitan University  
for tomorrow

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Start Over

Available databases:

- [Academic OneFile](#)
- [Academic Search Complete](#)
- [Academic Universe Full Text only](#)
- [African Journal Archive](#)
- [American Chemical Society Web Editions](#)
- [American Society for Microbiology](#)
- [American Society for Pharmacology and Experimental Therapeutics](#)
- [American Statistical Association](#)
- [Association for Computing Machinery](#)
- [BMC Journals \(Open Access Content only\)](#)
- [Business Source Complete](#)
- [Cambridge Journals Online](#)
- [Cell Press \(Free Access\)](#)
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- [Communication and Mass Media Complete](#)
- [Directory of Open Access Journals \(Titles with searchable fulltext\)](#)
- [Emerald Engineering](#)
- [Emerald Management Plus](#)
- [Free Access Journals](#)
- [Free Medical Journals](#)
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- [Health Source: Nursing/Academic Edition](#)
- [Humanities International Complete](#)
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- [Institute of Physics Open Access Journals](#)
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Search:

Filter:

Title Begins with

Available Databases:

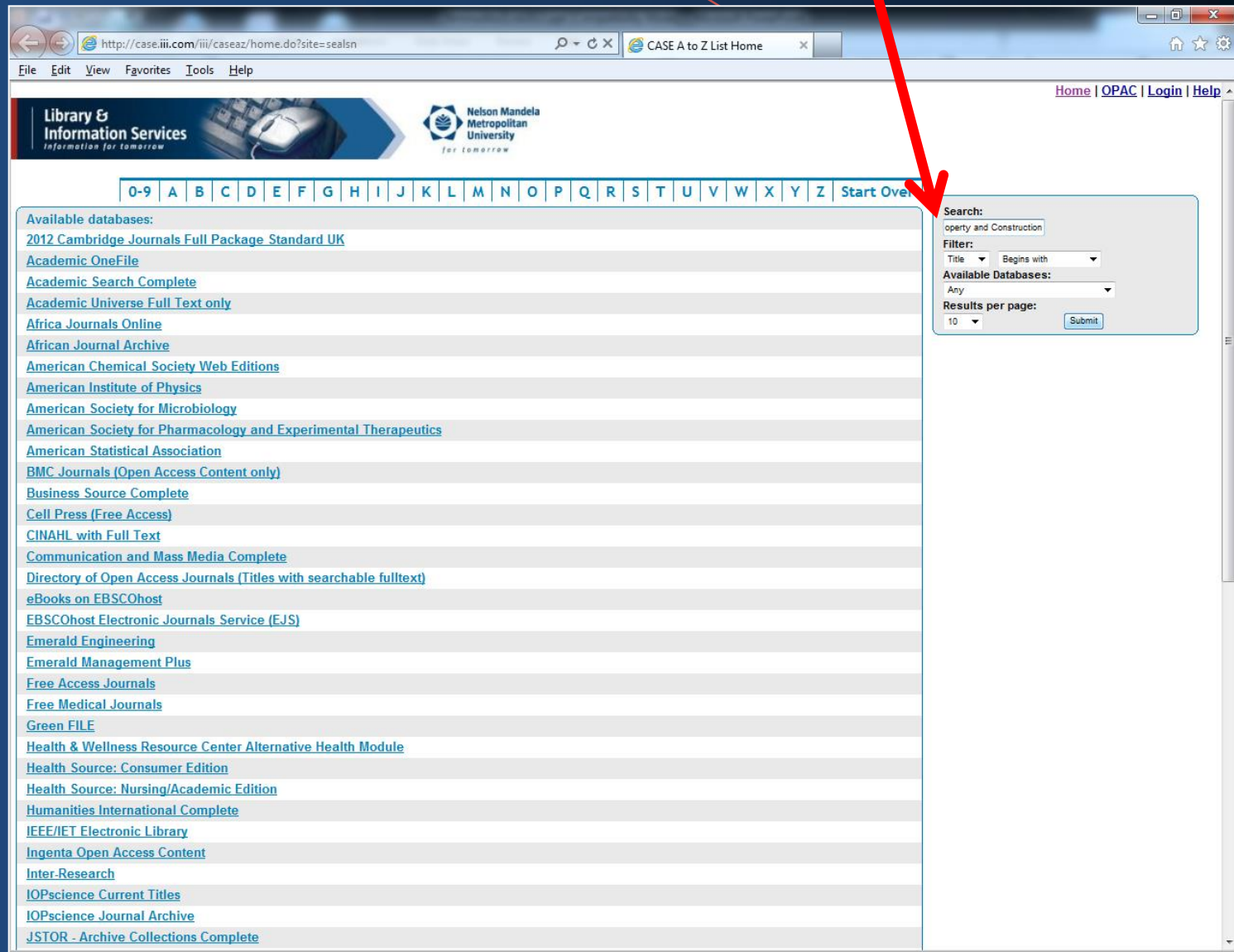
Any

Results per page:

10 Submit

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Enter **title of journal** in the text box and click on *Submit*



The screenshot shows a web browser window with the address bar displaying <http://case.jiii.com/iii/caseaz/home.do?site=sealsn>. The page header includes the Nelson Mandela Metropolitan University logo and navigation links: Home | OPAC | Login | Help. A search bar is located at the top right, with a red arrow pointing to it. The search bar contains the text "operty and Construction". Below the search bar, there is a list of available databases, including "2012 Cambridge Journals Full Package Standard UK", "Academic OneFile", "Academic Search Complete", "Academic Universe Full Text only", "Africa Journals Online", "African Journal Archive", "American Chemical Society Web Editions", "American Institute of Physics", "American Society for Microbiology", "American Society for Pharmacology and Experimental Therapeutics", "American Statistical Association", "BMC Journals (Open Access Content only)", "Business Source Complete", "Cell Press (Free Access)", "CINAHL with Full Text", "Communication and Mass Media Complete", "Directory of Open Access Journals (Titles with searchable fulltext)", "eBooks on EBSCOhost", "EBSCOhost Electronic Journals Service (EJS)", "Emerald Engineering", "Emerald Management Plus", "Free Access Journals", "Free Medical Journals", "Green FILE", "Health & Wellness Resource Center Alternative Health Module", "Health Source: Consumer Edition", "Health Source: Nursing/Academic Edition", "Humanities International Complete", "IEEE/IET Electronic Library", "Ingenta Open Access Content", "Inter-Research", "IOPscience Current Titles", "IOPscience Journal Archive", and "JSTOR - Archive Collections Complete".

Available databases:

- [2012 Cambridge Journals Full Package Standard UK](#)
- [Academic OneFile](#)
- [Academic Search Complete](#)
- [Academic Universe Full Text only](#)
- [Africa Journals Online](#)
- [African Journal Archive](#)
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- [eBooks on EBSCOhost](#)
- [EBSCOhost Electronic Journals Service \(EJS\)](#)
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- [Free Access Journals](#)
- [Free Medical Journals](#)
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Search: operty and Construction

Filter: Title Begins with

Available Databases: Any

Results per page: 10

Submit

*NMMU A-Z Journal List* shows database(s) where full text can be obtained. Click on the title

CASE A to Z List Search Results - Microsoft Internet Explorer provided by NMMU ICT Services

http://case.iii.com/iii/caseaz/search.do

File Edit View Favorites Tools Help

Home | OPAC | Login | Help

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0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Start Over

First: [Journal of Financial Management of Property and Construction](#)  
Last: [Journal of Financial Management of Property and Construction](#)

Found 1 results. Results 1 - 1:

1. [Journal of Financial Management of Property and Construction](#) (ISSN: 1366-4387) (fulltext) [Search Local](#)  
Emerald Management Plus  
2005 -

Found 1 results. Results 1 - 1:

First: [Journal of Financial Management of Property and Construction](#)  
Last: [Journal of Financial Management of Property and Construction](#)

Home | Help

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Last updated on Thu Oct 20, 2011 18:33:29

Search:  
journal financial manage  
Filter:  
Title Matches all words  
Available Databases:  
Any  
Results per page:  
10  
Submit

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# Follow same process as demonstrated before to find the full text of the article

Emerald | Journal of Financial Management of Property and Construction | Volume list - Microsoft Internet Explorer provided by

http://0-www.emeraldinsight.com.wam.seals.ac.za/journals.htm?issn=1366-4387

File Edit View Favorites Tools Help

EndNote Web 2.10 Capture ? Help

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For Engineers  
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Learning Zone  
Teaching Zone  
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Support Resources  
About Emerald

EmeraldEmergingMarketsCaseStudies

Home > Journal of Financial Management of Property and Construction Volume List

**Journal of Financial Management of Property and Construction**  
ISSN: 1366-4387  
Online from: 2005  
Subject Area: [Built Environment](#)  
Content: [Latest Issue](#) | [RSS](#) [Latest Issue RSS](#) | [Previous Issues](#)  
Options: To add Favourites and Table of Contents Alerts please take a [Emerald profile](#)

Search in this title:  Go

**Volume List**  
Issue(s) available: 42 - from Volume 10 issue 1, to Volume 16 issue 3

Icon key: ✓ You have access to this item B Backfiles E Earlycite

[View all issues](#)

**Volume: 16**

|   |                         |      |  |
|---|-------------------------|------|--|
| ✓ | <a href="#">Issue 3</a> | 2011 | Special issue: Property and Construction               |
| ✓ | <a href="#">Issue 2</a> | 2011 |  |
| ✓ | <a href="#">Issue 1</a> | 2011 | Special issue: Commercial Aspects of Lean Construction |

**Volume: 15**

|   |                         |      |  |
|---|-------------------------|------|--|
| ✓ | <a href="#">Issue 3</a> | 2010 | Special issue: Public Private Partnerships |
| ✓ | <a href="#">Issue 2</a> | 2010 |  |
| ✓ | <a href="#">Issue 1</a> | 2010 |  |

**Volume: 14**

|   |                         |      |  |
|---|-------------------------|------|--|
| ✓ | <a href="#">Issue 3</a> | 2009 | Special issue: Property finance and investment in Asia |
| ✓ | <a href="#">Issue 2</a> | 2009 |  |
| ✓ | <a href="#">Issue 1</a> | 2009 |  |

**Volume: 13**

|   |                         |      |  |
|---|-------------------------|------|--|
| ✓ | <a href="#">Issue 3</a> | 2008 |  |
| ✓ | <a href="#">Issue 2</a> | 2008 |  |
| ✓ | <a href="#">Issue 1</a> | 2008 |  |

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## Another tip for finding the full text of an article

- If you do not have the full text of an article, find the e-mail address of the author. If it is not provided with the citation (bibliographic reference) of the article, use a search engine to find the institution where the author works. Then find the department and a staff list. Write to the author stating that you are a staff member or student at the NMMU and that you are doing research in your topic. Ask the author whether he / she would be willing to e-mail you a copy of the article\*


\* Tip given by Prof R Botha (School of ICT)

# Example

**Wiley Online Library**Log in / Register

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Ensure your manuscript is ready for submission.

WILEY

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THE RESEARCH JOURNAL  
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**Original Article**  
**Creating an Instrument to Measure Leadership, Change, and Synthesis in Engineering Undergraduates**  
Benjamin Ahn<sup>1</sup>, Monica F. Cox<sup>1</sup>, Jeremi London<sup>1</sup>, Osman Cekic<sup>2</sup> and Jiabin Zhu<sup>3</sup>  
Article first published online: 13 FEB 2014  
DOI: 10.1002/jee.20036  
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**Issue**  
  
Journal of Engineering Education  
Volume 103, Issue 1, pages 115–136, January 2014



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# Another example



## Learning & Education

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Advanced Search

**Full Text**  
Robin J. Ely, Herminia Ibarra,  
and Deborah M. Kolb  
**Taking Gender Into Account: Theory and  
Design for Women's Leadership  
Development Programs**  
*ACAD MANAG LEARN EDU* September  
2011 10:3 474-493;

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- To utilize the customizable features in the Publications Portal at <http://journals.aom.org> members are required to use a separate login as this is a separate system.

Please use the following login information:

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**PASSWORD: Last Name (case sensitive)**

Once you are logged in to the AOM publications portal members may set up personalized alerts, download citations to their citation manager, and view exclusive content collections of select AOM articles. [Click here](#) for a brief video tutorial of how to utilize these special member features of the new Publications Portal website.

To view this item, select one of the options below:

**This Article**

doi: 10.5465/amle.2010.0046  
ACAD MANAG LEARN EDU  
September 1, 2011 vol. 10 no.  
3 474-493


Abstract **Free**  
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Essays, Dialogues, &  
Interviews

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Science  
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☐ **Related Content**

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 June 2015, 14  
(2)

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**LIBRARIES & INSTITUTIONS**

**INFO FOR ADVERTISERS**

**CONTACT THE JOURNAL**

**Most Viewed Cited**

1. Social Loafing Tendencies and Team Performance: The Compensating Effect of Agreeableness and Conscientiousness
2. Action and Action-Regulation



E-books

# Find: e-Books using *FindPlus* in advanced search

The screenshot shows a web browser window with the URL [http://encore.seals.ac.za/iii/encore\\_nmmu/home?lang=eng&suite=](http://encore.seals.ac.za/iii/encore_nmmu/home?lang=eng&suite=). The browser's address bar and tabs are visible, showing 'Home', 'Encore', and 'Millennium Web Catalog'. The website header includes the 'Library & Information Services' logo with the tagline 'Information for tomorrow' and the 'Nelson Mandela Metropolitan University' logo with the tagline 'for tomorrow'. A navigation bar contains links: 'Catalogue', 'Create/ Reset PIN', 'Events', 'Interloans', 'Databases', 'Journal A-Z', and 'Fulltext A-Z'. A user status bar shows 'My Book Cart (0 items) | Login'. The main content area is titled 'Advanced Search' with a link to 'Basic Search'. The search form includes a search bar with the text 'f.q', a 'Keyword' dropdown menu, and a search button. Below this, there are options for 'AND', 'OR', and 'NOT' boolean operators. Further down, there are filters for 'Format' (set to 'E-BOOK'), 'Language' (set to 'ANY'), 'Collection' (set to 'ANY'), and 'Location' (set to 'ANY'). At the bottom, there are checkboxes for 'EDS Limits' (checked for 'Available in Library Collection') and 'EDS Expanders' (unchecked for 'Apply related words' and 'Also search within the full text of the articles'). A 'Search' button and a 'Reset search' link are at the bottom of the form.

Library & Information Services  
Information for tomorrow

Nelson Mandela Metropolitan University  
for tomorrow

Catalogue Create/ Reset PIN Events Interloans Databases Journal A-Z Fulltext A-Z

My Book Cart (0 items) | Login

Advanced Search Basic Search

f.q

Keyword

AND Keyword X

Add boolean: AND OR NOT

Format: E-BOOK + Language: ANY +

Collection: ANY + Year: to

Location: ANY +

EDS Limits  
☒ Available in Library Collection

EDS Expanders  
☐ Apply related words  
☐ Also search within the full text of the articles

Search Reset search

# Find: e-Books using Classic catalogue advanced keyword search

http://millennium.seals.ac.za/search~S12

File Edit View Favorites Tools Help

Library & Information Services  
Information for tomorrow


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for tomorrow

New Search Print Help Login

Help Topics Short Loans/Study Collection Electronic Resources Interlibrary Loans My Library Record Program Registration User Services WorldCat

More Search Options

Keyword  NMMU Libraries



# Classic catalogue advanced keyword search for e-books

The screenshot shows a web browser window with the URL <http://millennium.seals.ac.za/search~S12/X>. The browser's address bar and tabs are visible at the top. Below the browser window, the website's navigation bar includes links for [Help Topics](#), [Short Loans/Study Collection](#), [Electronic Resources](#), [Interlibrary Loans](#), [My Library Record](#), [Program Registration](#), [User Services](#), and [WorldCat](#). A [More Search Options](#) dropdown menu is located on the right side of the navigation bar.

## Advanced Keyword Search

**Enter Search Terms**

Any Field:  And

Any Field:  And

Any Field:  And

Any Field:  And

☐ Limit search to available items

**Add Limits (Optional)**

Location: ANY  
NMMU Business School  
NMMU North Campus  
NMMU Missionvale Campus  
NMMU Second Avenue Campus

Material Type: INTERNET RESOURCE  
3-D OBJECT  
MANUSCRIPT  
E-BOOK  
DIGITAL MEDIA (E-DOC)

Language: ANY  
English  
Afrikaans  
Dutch  
French

From

to

Publisher:

Search and Sort:

**Search Tips**

**Wildcards** Words may be right-hand truncated using an asterisk (\*) in place of other characters. The "" wildcard may also be embedded in a search string. You may use "?" to replace a single character anywhere within a word.  
Examples : environment\* polic\*, wom?n

**Boolean Operators** Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.  
Example : stocks and bonds  
Example : (alaska or canada) and (adventure and not vacation)

**Field limits** A field limit causes the system to search only the specified field for the specified word(s).

**Grouping** Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.

# Conference papers

**Author(s):** O Donnell, F. J.; Duffy, A. H. B.

**Title:** Performance management at design activity level

**Page:** 537-544

**Conference:** 13th -- 2001 Aug : Glasgow

**Name:** International conference on engineering design

**Sponsor:** Institution of Mechanical Engineers. WDK,  
Workshop Design--Konstruktion.

**Publisher:** Bury St Edmunds; Professional Engineering for  
The Institution of Mechanical Engineers; 2001

**Journal:** WDK WORKSHOP DESIGN KONSTRUKTION; 2001;  
[NO] 28; VOL 1

**Standard No:** ISBN: 1860583555

**Source Ed:** Culley, S.



# Example



http://www.editlib.org/p/130833/


IT Pathways: Increasing Girl... x

File Edit View Favorites Tools Help

## IT Pathways: Increasing Girls' Interest in IT Careers through Game-based Learning

### PROCEEDING

Barbara Lockee, Peggy Meszaros, Monica Kimbrell, Virginia Tech, United States

 **Society for Information Technology & Teacher Education International Conference**, Mar 17, 2014 in Jacksonville, Florida, United States ISBN 978-1-939797-07-0 Publisher: Association for the Advancement of Computing in Education (AACE), Chesapeake, VA

[Conference Info](#) [Proceedings Book](#)

[Abstract & Citation](#)

### Abstract

In an effort to address a significant shortage of women in the IT industry in the Appalachian region, the Appalachian Information Technology Extension Services (AITES) Project funded by the National Science Foundation (GSE/EXT 0832913) works with communities within this geographic area to promote girls' interest in and awareness of IT jobs. One aspect of the AITES project involves the development of an interactive web-based game entitled "IT Career Pathways". This game uses a contextualized approach to engage, educate, and support individuals that work with middle and high school girls. Customizing IT career education through game-based instruction creates a relevant and motivational learning experience for girls and their mentors.

### Citation


Lockee, B., Meszaros, P. & Kimbrell, M. (2014). IT Pathways: Increasing Girls' Interest in IT Careers through Game-based Learning. In M. Searson & M. Ochoa (Eds.), *Proceedings of Society for Information Technology & Teacher Education International Conference 2014* (pp. 670-675). Chesapeake, VA: Association for the Advancement of Computing in Education (AACE).

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 Full Text


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### Also Read

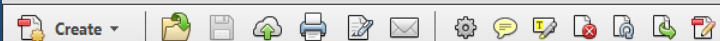
- Development of Pre-service Teacher Education Program for Computational
- The Status of SMART Education in KOREA
- Learning Outcomes, Interaction and Motivation in E-learning
- Pre-service Teachers' Training Program with an Advanced
- How Video Games and Digital Literacy Impacts Student Achievement
- Analyzing Mediated-Action with Activity Theory in a Digital Learning
- The Development of App Making Learning Curriculum for Informatics
- A study of STEAM Education based on Art with Scratch2.0
- Creativity and Innovation in STEM Classrooms through Professional
- Computational Pedagogy Approach to STEM Teaching and Learning

## Thesis Grammar

# PDF

proceeding\_130833.pdf - Adobe Acrobat Pro

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## **IT Pathways: Increasing Girls' Interest in IT Careers through Game-based Learning**

Barbara B. Lockee  
School of Education  
Virginia Tech  
United States  
[lockeebb@vt.edu](mailto:lockeebb@vt.edu)

Peggy S. Meszaros  
Center for Information Technology Impacts  
Department of Human Development  
Virginia Tech  
United States  
[meszaros@vt.edu](mailto:meszaros@vt.edu)

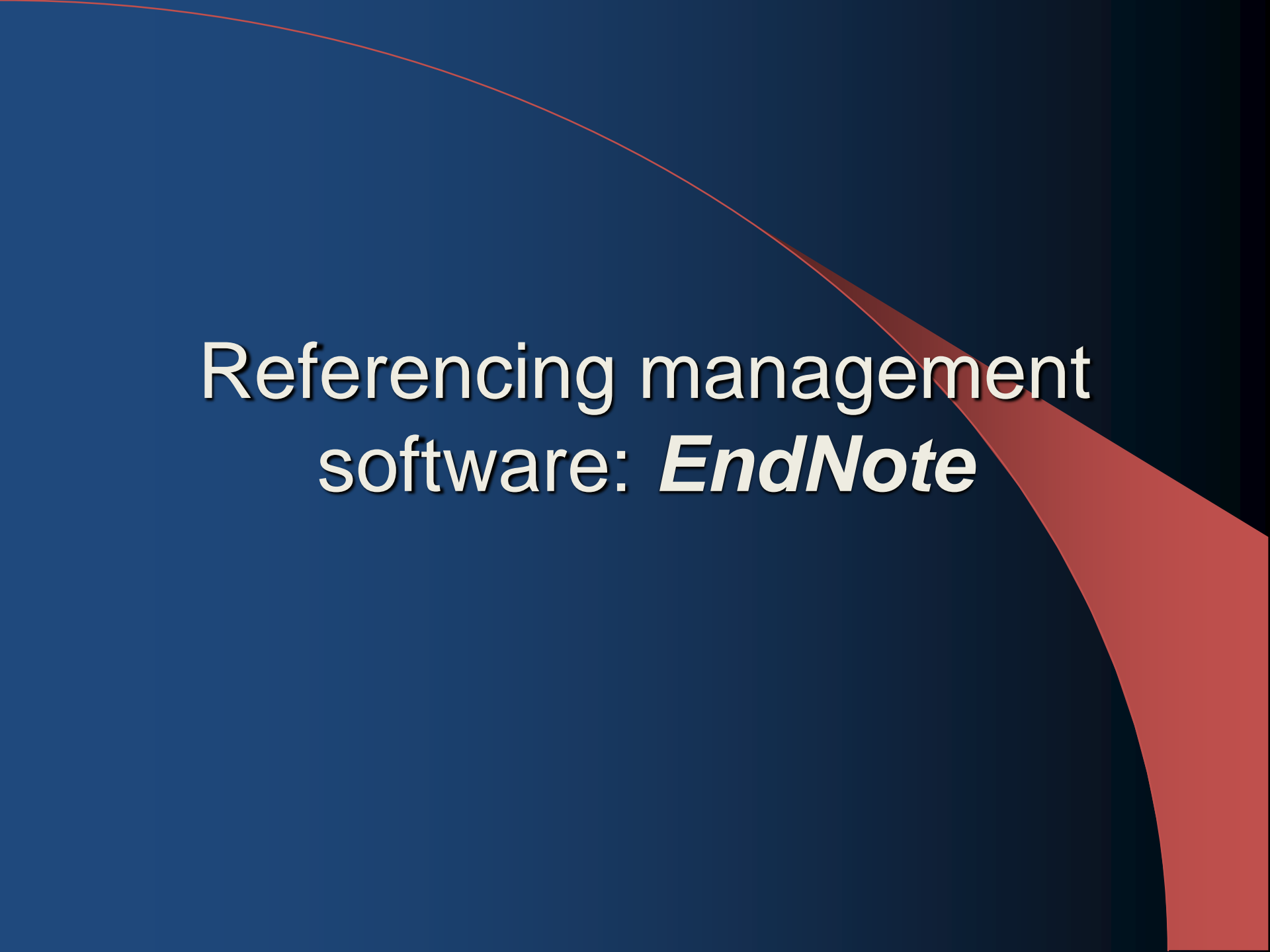
# Theses and dissertations



# Find: Theses and dissertations

## Locating the full text of a thesis / dissertation:

- Display the citation (bibliographical reference) in full display.
- If a thesis / dissertation was completed at NMMU, first check the **NMMU library classic catalogue** and the **Digital Commons** (NMMU Theses and Dissertations) database.
- If the thesis / dissertation was completed at another university, consult the **list of institutional repositories** to check if the specific institution has a repository. Theses / dissertations are often available in full text in an institutional repository. If an institutional repository is not available, make use of the Inter-library Loans service.


A decorative red curved line starts from the top left, arches over the text, and then curves down to form a large, solid red shape on the right side of the slide.


# Referencing management software: *EndNote*

# EndNote Desktop

http://ebeitlibrarian.nmmu.ac.za/Reference-Techniques-(citing-sou... Home EndNote Desktop

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## EndNote Desktop

EndNote Desktop is available to registered NMMU students and staff on the **NMMU Library and Information Services web site**.

Staff: here is the [link](#) to download the software.

Students: here is the [link](#) to download the software.

Here are [instructions](#) on how to install EndNote Desktop.

[Creating a group](#) in EndNote Desktop.

How to [manually add references](#) into EndNote Desktop.













How to import search results from the following databases into EndNote Desktop:

- [EbscoHost](#)
- [Google Scholar](#)
- [ISI Web of Science](#)
- [ScienceDirect](#)

More information on using EndNote Desktop:

- [Cite While You Write](#)
- [Editing an existing reference style](#)
- [Editing references and adding files](#)
- [Importing PDF files into EndNote Desktop](#)
- [Search for the full text of a citation](#)
- [Changing the reference style](#)
- [Transferring citations from EndNote Desktop to EndNote Web](#)
- [Transferring citations from EndNote Web to EndNote Desktop](#)

### Files you can download

-  [EndNote Changing Reference Styles \(3.8 MB\)](#)
-  [EndNote Desktop Adding a Reference Manually \(1016 kB\)](#)
-  [EndNote Desktop Cite While You Write \(2.9 MB\)](#)
-  [EndNote Desktop Creating Groups \(1.2 MB\)](#)
-  [EndNote Desktop Editing Existing References \(1.8 MB\)](#)
-  [EndNote Desktop Edit References and Add Files \(942 kB\)](#)
-  [EndNote Desktop Importing PDF Files \(2.6 MB\)](#)
-  [EndNote Desktop Importing Results from EbscoHost \(1.3 MB\)](#)
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← → http://ebeitlibrarian.nmmu.ac.za/Reference-Techniques-(citing-sou... - Home - EndNote Online (formerly ...

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Academic entities Non-academic and support entities Campus sites NMMU main site



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Faculty of Engineering,  
the Built Environment and  
Information Technology  
*Technology for tomorrow*

---

EndNote Online (formerly EndNote Web)

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Home

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## EndNote Online (formerly EndNote Web)

**Please note:**

*EndNote Web* is now known as *EndNote Online*. NMMU staff and students have free access to *EndNote Online* because of the Library and Information Services subscription to *Web of Science Core Collection* (formerly known as *ISI Web of Knowledge*).

**Register with EndNote Online**

Follow the **instruction on registering with EndNote Online**.

**Download the plug-in for EndNote Online**

Login to *My EndNote Web* and then follow the **instructions on how to download the plug-in**.

Most of the faculty's computers in laboratories have the plug-in already installed. However when in MS Word, you find an *EndNote X5* (or *X6* tab), follow these **instructions to change the tab to EndNote Web**.

**Login to My EndNote Web**

Once you have registered with *EndNote Online*, you can **login** directly. Use the URL: **https://www.myendnoteweb.com/**

**Creating a group in EndNote Online**

Follow the **instructions on how to create a group in EndNote Online**.

### Files you can download

- Importing references from EbscoHost into EndNote Online (2.8 MB)
- Creating groups in EndNote Online (1.5 MB)
- Importing references from Emerald into EndNote Online (6.3 MB)
- Importing references from Google Scholar into EndNote Online (4.5 MB)
- How to manually import references into EndNote Online (1.4 MB)
- Download the plug-in for EndNote Online (1 MB)
- Importing references from ScienceDirect into Endnote Online (3.3 MB)
- Importing references from Web of Science Core Collection into EndNote Online (3 MB)
- Importing references from IEEE Xplore Digital Library into EndNote



# EndNote Online (formerly EndNote Web) continued

File Edit View Favorites Tools Help

http://ebeitlibrarian.nmmu.ac.za/Reference-Techniques-(citing-sou... Home EndNote Online (formerly ... X

## Creating a group in EndNote Online

Follow the [instructions on how to create a group in EndNote Online](#).

## How to import references manually into EndNote Online

Follow the [instructions on how to import references manually into EndNote Online](#).

## How to export search results from databases into EndNote Online

There is a problem at present (February 2014) with some of the databases when exporting search results into EndNote Online. Slides will be added as soon as the problems have been resolved.

Here are instructions for exporting search results from:

- [EbscoHost](#)
- [Emerald](#)
- [Google Scholar](#)
- [IEEE Xplore Digital Library](#)
- [Sabinet Reference](#)
- [ScienceDirect](#)
- [Taylor & Francis](#)
- [Web of Science Core Collection](#)

## How to change the tab setting in MS Word from EndNote X5 (or X6) to EndNote Web

Follow [these instructions](#).

## Referencing using EndNote Online

Here is a [video](#) that covers the following:

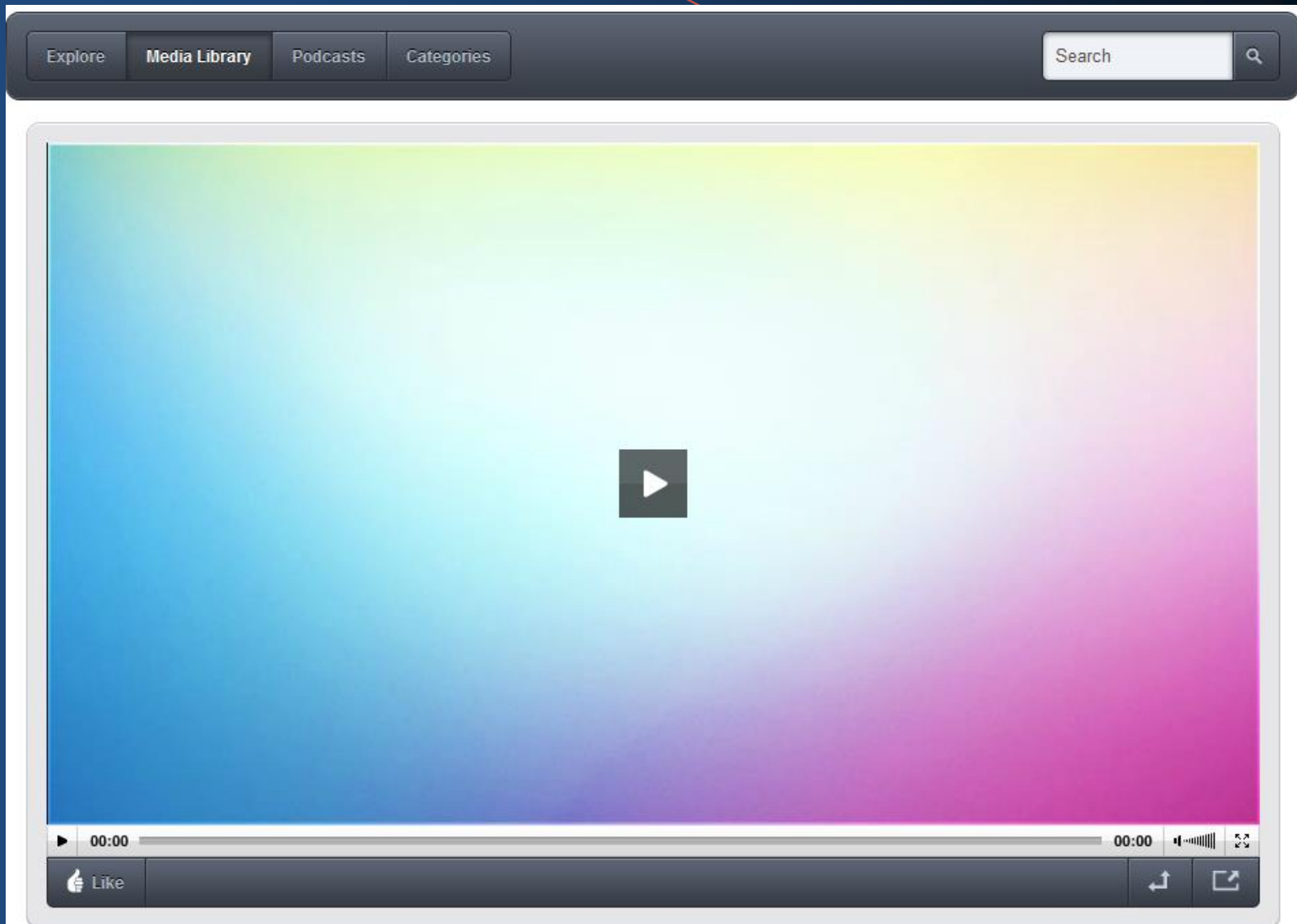
- Referencing explained
- Cite While You Write
- Formatting the reference list
- Including page numbers in-text
- Excluding details in-text
- Changing the referencing style

The [video](#) was made by Mr Anthony Marks from the Department of Electrical Engineering, NMMU and is available for viewing with his permission.

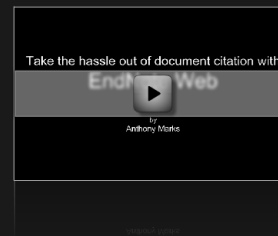
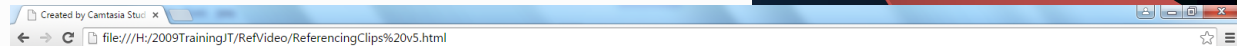
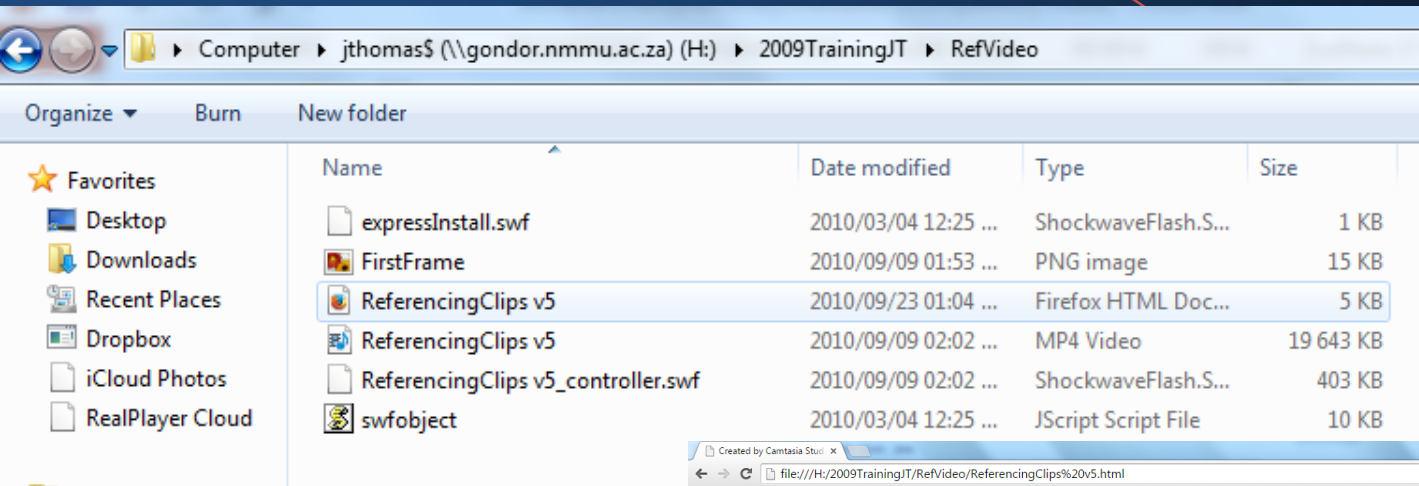
### EndNote Online (3 MB)

- Importing references from IEEE Xplore Digital Library into EndNote Online (5.4 MB)
- Importing references from Sabinet Reference into EndNote Online (5.4 MB)
- Importing references from Taylor & Francis into EndNote Online (4.8 MB)
- How to register with EndNote (3.1 MB)
- Change from EndNote X5 (or X6) to EndNote Web in MS Word (993 kB)

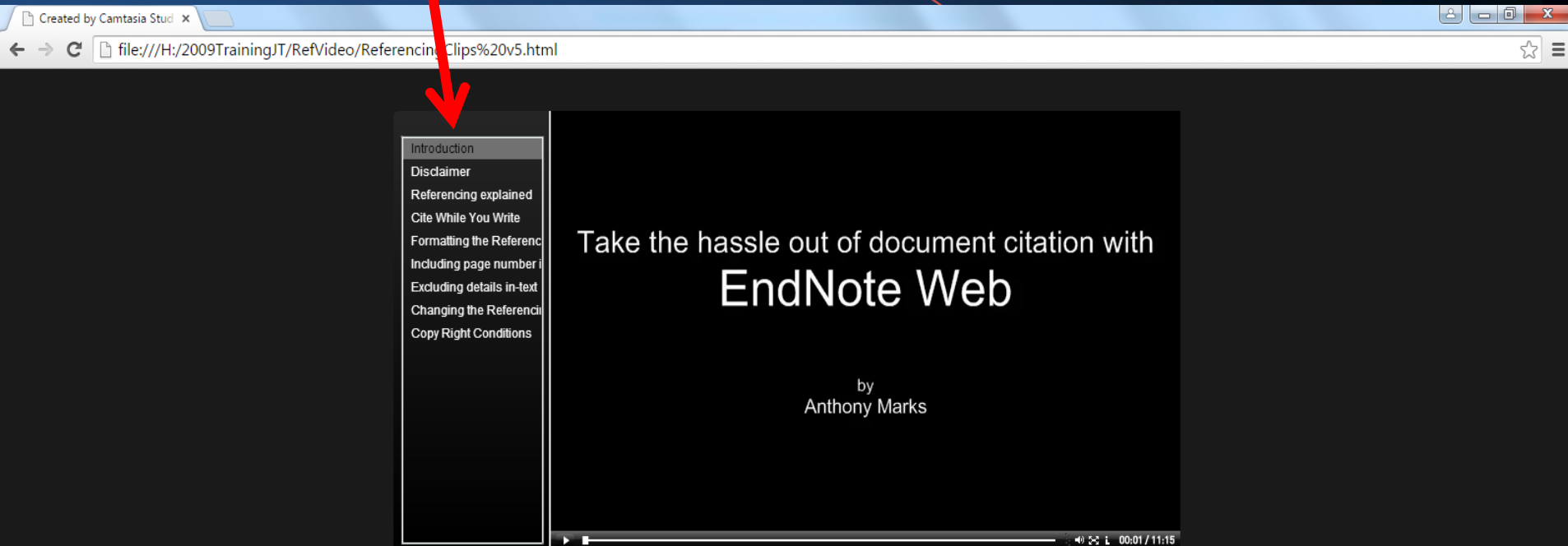
# *EndNote Online video*



# Or you can get this version of the *EndNote Online* video directly from me



# Table of contents in video



The screenshot shows a video player interface. On the left, a table of contents is displayed with a red arrow pointing to the 'Introduction' item. The main video area shows a title slide for 'EndNote Web' by Anthony Marks. The video player has a progress bar at the bottom indicating 00:01 / 11:15.

Created by Camtasia Studio x

file:///H:/2009TrainingJT/RefVideo/Referencing%20Clips%20v5.html

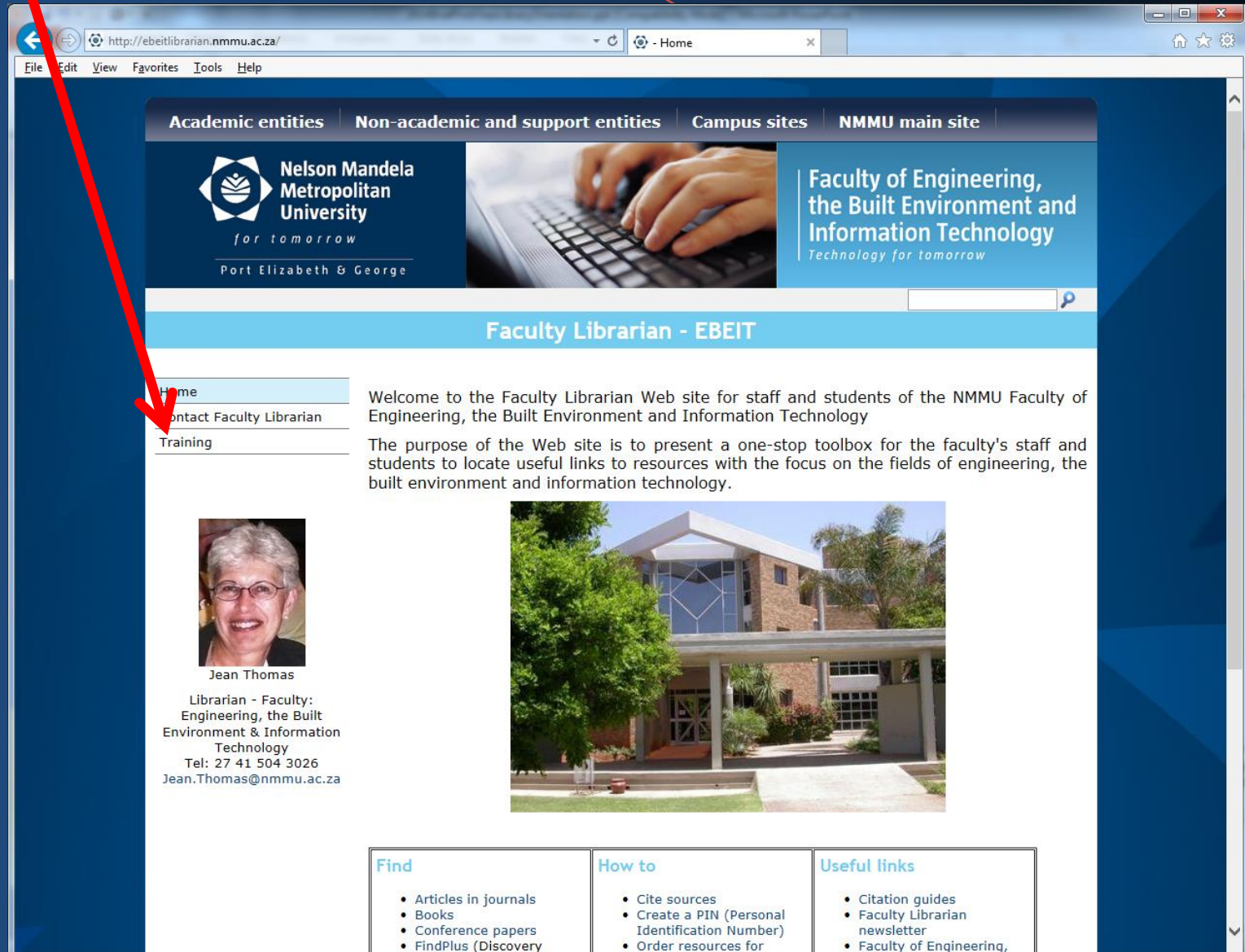
|                               |
|-------------------------------|
| Introduction                  |
| Disclaimer                    |
| Referencing explained         |
| Cite While You Write          |
| Formatting the Reference      |
| Including page number in text |
| Excluding details in-text     |
| Changing the Referencing      |
| Copy Right Conditions         |

Take the hassle out of document citation with  
**EndNote Web**

by  
Anthony Marks

00:01 / 11:15

# Training link on Faculty Librarian web site



The screenshot shows a web browser window displaying the Faculty Librarian website. A red arrow points to the 'Training' link in the left sidebar. The website header includes the Nelson Mandela Metropolitan University logo and the Faculty of Engineering, the Built Environment and Information Technology. The main content area welcomes staff and students and provides a purpose statement. A sidebar on the left lists navigation links: Home, Contact Faculty Librarian, and Training. Below the sidebar is a photo of Jean Thomas, the Librarian, and a photo of the university building. The footer contains three sections: Find, How to, and Useful links.

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

**Nelson Mandela Metropolitan University**  
*for tomorrow*  
Port Elizabeth & George


**Faculty of Engineering, the Built Environment and Information Technology**  
*Technology for tomorrow*


**Faculty Librarian - EBEIT**

[Home](#)  
[Contact Faculty Librarian](#)  
[Training](#)

Welcome to the Faculty Librarian Web site for staff and students of the NMMU Faculty of Engineering, the Built Environment and Information Technology

The purpose of the Web site is to present a one-stop toolbox for the faculty's staff and students to locate useful links to resources with the focus on the fields of engineering, the built environment and information technology.

  
Jean Thomas  
Librarian - Faculty:  
Engineering, the Built  
Environment & Information  
Technology  
Tel: 27 41 504 3026  
Jean.Thomas@nmmu.ac.za



| Find  | How to   | Useful links   |
|---|--|--|
| <ul style="list-style-type: none"><li>Articles in journals</li><li>Books</li><li>Conference papers</li><li>FindPlus (Discovery)</li></ul> | <ul style="list-style-type: none"><li>Cite sources</li><li>Create a PIN (Personal Identification Number)</li><li>Order resources for</li></ul> | <ul style="list-style-type: none"><li>Citation guides</li><li>Faculty Librarian newsletter</li><li>Faculty of Engineering,</li></ul> |

# Training is available online

Training

ebeitlibrarian.nmmu.ac.za/Training

Academic entities | Non-academic and support entities | Campus sites | NMMU main site

 Nelson Mandela Metropolitan University  
for tomorrow  
Port Elizabeth & George



Faculty of Engineering, the Built Environment and Information Technology  
Technology for tomorrow

Training

## Faculty Librarian - EBEIT

Home

About This Web Site

Contact Faculty Librarian

Find Resources & Databases

For Postgraduate Students

Inter-Branch Loans

Inter-Library Loans

Links - Bibliographic Databases

Lists of DHET accredited journals to download

Order Library Resources

Reference Techniques (citing sources)

**Training**

Faculty Librarian Newsletter

Faculty of Engineering, the Built Environment & IT

NMMU Library

### Training

Online training in **finding information for research purposes** (including database training) is available to staff and students in the faculty. The online training is available at [Learn@NMMU](mailto:Learn@NMMU).

**To log in:**

**Staff:**

- Request an enrolment key from the Faculty Librarian.
- At [Learn@NMMU](mailto:Learn@NMMU) staff can login by entering your NMMU user name and password; click on *Login*.
- Once the page has reloaded, scroll down and click on **Faculty of Engineering, the Built Environment and Information Technology**.
- Once the page has reloaded, click on **Training with the Faculty Librarian: Finding information for research purposes**.
- You will be asked to enter an 'enrolment key', enter it. This key is only needed for the initial visit to the Faculty Librarian online training site.

**Students:**

- Request an enrolment key from the Faculty Librarian (use the form below).
- Once you have received an enrolment key, open [Learn@NMMU](mailto:Learn@NMMU).
- Enter your NMMU user name and password; click on *Login*.
- Once the page has reloaded, scroll down and click on **Faculty of Engineering, the Built Environment and Information Technology**.
- Once the page has reloaded, click on **Training with the Faculty Librarian: Finding information for research purposes**.
- You will be asked to enter an 'enrolment key', enter it. This key is only needed for the initial visit to the Faculty Librarian online training site.

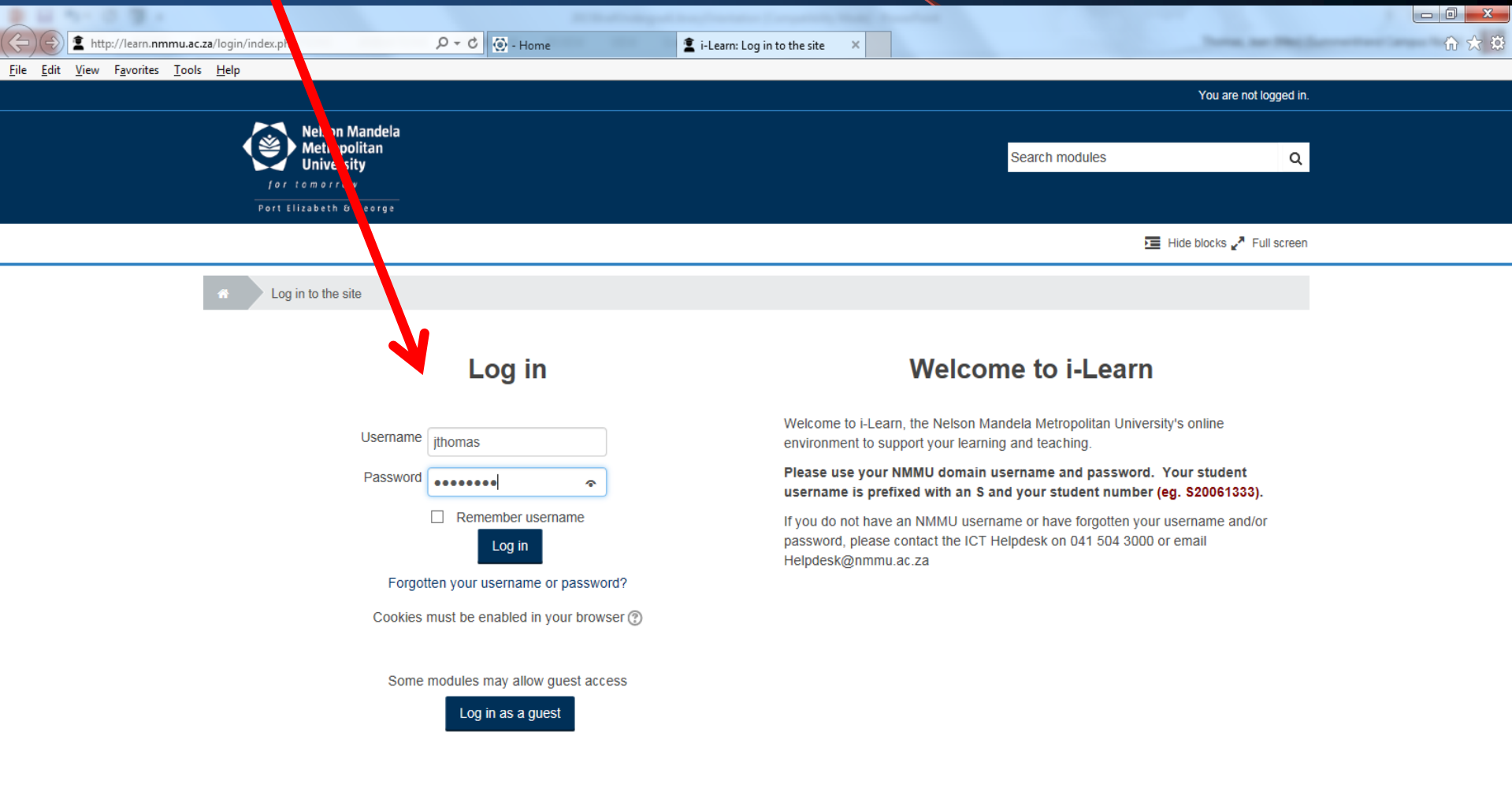
Student name:

Student surname:

Student number:

E-mail address:

# Login at <http://learn.nmmu.ac.za/>



Browser address bar: <http://learn.nmmu.ac.za/login/index.php>

Navigation: File Edit View Favorites Tools Help

Page status: You are not logged in.

Search: Search modules

Page actions: Hide blocks Full screen

Log in to the site

## Log in

Username:

Password:

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some modules may allow guest access

## Welcome to i-Learn

Welcome to i-Learn, the Nelson Mandela Metropolitan University's online environment to support your learning and teaching.

**Please use your NMMU domain username and password. Your student username is prefixed with an S and your student number (eg. S20061333).**

If you do not have an NMMU username or have forgotten your username and/or password, please contact the ICT Helpdesk on 041 504 3000 or email [Helpdesk@nmmu.ac.za](mailto:Helpdesk@nmmu.ac.za)



# Click on Faculty

The screenshot shows the i-Learn portal for Nelson Mandela Metropolitan University. A red arrow points from the text 'Click on Faculty' to the 'Faculty of Engineering, the Built Environment and Information Technology' tile in the main grid.

**Page Header:** Nelson Mandela Metropolitan University, Port Elizabeth & George. Search modules. Thomas Jean.

**Navigation:** Home, Dashboard, Events, My Sites. Hide blocks, Full screen.

**Main Grid:**

- Learn: How to ...
- HEADS: Accessing tomorrow
- Faculty of Arts: Creating tomorrow
- Faculty of Business & Economic Sciences: Managing tomorrow
- Faculty of Education: Guiding tomorrow
- Faculty of Engineering, the Built Environment and Information Technology: Technology for tomorrow
- Faculty of Health Sciences: Caring for tomorrow
- Faculty of Law: Defining tomorrow
- Faculty of Science: Discovering tomorrow
- George Campus: Growing tomorrow
- Library and Information Services: Information for tomorrow
- Collaborative Spaces: Connecting us

**Calendar:** July 2015

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

**Online users:** (last 5 minutes)

- Thomas Jean
- Esterhuyse Maxine
- Mokonenyane Tau
- Marwanqa Thandokazi
- Machebe Languteka
- Greeff Samantha
- Holtzhausen Tresia
- Guzana Sivuyisiwe

**Navigation:**

# Scroll down


Screenshot of the Nelson Mandela Metropolitan University (NMMU) i-Learn system interface.

**Browser Address Bar:** <http://learn.nmmu.ac.za/course/index.php?categoryid=5>


**Navigation Bar:**

- Messages <sup>0</sup>
- Thomas Jean ▾

**Header:**

-  **Nelson Mandela Metropolitan University**  
*for tomorrow*  
Port Elizabeth & George
- Search modules

**Footer:**

- Home Dashboard Events My Sites
- Hide blocks  Full screen

**Module Categories:**

Module categories:

Faculty of Engineering, the Built Environment and Information Technology ▾

Search modules

**Go**

**Calendar**

July 2015

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

**Navigation**

- Home
  - Dashboard
  - Site pages
  - My modules
  - Modules
    - How to: Learn @ NMMU
    - Collaborative Spaces
    - Faculty of Arts
    - Faculty of Business and Economic Sciences
    - Faculty of Education

**Module List:**

- Department of Building and Human Settlement Management
- Department of Civil Engineering
- Department of Construction Management
- Department of Electrical Engineering
- Department of Mechanical Engineering
- Department of Quantity Surveying
- eNtsa

[Collapse all](#)

# Click on *Training with the Faculty Librarian*

## Use the enrolment key: *Eagle*

The screenshot shows a web browser window with the address bar displaying <http://learn.nmmu.ac.za/course/index.php?categoryid=5>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into two main sections: a left sidebar and a right sidebar, both containing expandable category lists.

**Left Sidebar Categories:**

- Department of Quantity Surveying
- eNtsa
- IICTA Modules
- School of Engineering
- School of ICT

**Main Content Area:**

- Article writing: Student support in Engineering**  
Lecturer: Lombard Hannalie  
Lecturer: Marks Anthony  
Lecturer: McGrath Pat  
Lecturer: Plaatjes Ronelle  
Lecturer: Roberts Alan  
Lecturer: Snyders Sarie  
Lecturer: Winstead Jennifer
- EBEIT Community of Practice**  
Lecturer: Johannes Hermien
- EBEITSS: EBEIT Saturday School**  
Lecturer: Lombard Hannalie
- Mechanics 1 Lab Report Writing Project**  
Lecturer: Papu Kholisa
- Training with the Faculty Librarian: Finding information for research purposes**  
Lecturer: Jean Thomas

**Right Sidebar Categories:**

- Faculty of Arts
- Faculty of Business and Economic Sciences
- Faculty of Education
- Faculty of Engineering, the Built Environment and ...
  - Department of Building and Human Settlement Manage...
  - Department of Civil Engineering
  - Department of Construction Management
  - Department of Electrical Engineering
  - Department of Mechanical Engineering
  - Department of Quantity Surveying
  - eNtsa
  - IICTA Modules
  - School of Engineering
  - School of ICT
    - Art2012
    - EBEIT101
    - EBEITSS
    - KP2014
  - FIRP
- Faculty of Health Sciences
- Faculty of Law
- Faculty of Science
- George Campus
- HEADS
- Library

A prominent red arrow originates from the top right of the slide and points directly to the 'Training with the Faculty Librarian' link in the main content area.

# Training available 24/7

← →

http://learn.nmmu.ac.za/course/view.php?id=640

Home


Course: Training with the F... X

Home ☆ ⚙

File Edit View Favorites Tools Help

Messages 0

Thomas Jean ▾



Nelson Mandela  
Metropolitan  
University  
*for tomorrow*  
Port Elizabeth & George


Training with the Faculty Librarian: Finding infor...

Search modules 🔍

Home Dashboard Events My Sites This course

Turn editing on Hide blocks Full screen

Faculty of Engineering, the Built Environment and Information Technology FIRP




## Finding information for research purposes

Welcome to staff and students! Below you will find a series of videos that you can watch to learn about finding information.

**Questions?** Should you have any questions, please send me an e-mail and I will answer them in the Forum.

**Suggestions?** Please send me any suggestions that you have so that I can build and improve on the training material.

 Do the pre-test to evaluate your current experience and skills

Assess your information finding experience and skills before you begin working through this training. The purpose of the questionnaire is to determine your information retrieval skills level and the knowledge areas that you need to address.





**Should you score less than 80%**, it would be worth your while to work through all the topics in the online training site on finding information for research purposes.

### Calendar

July 2015

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|-----|-----|-----|-----|-----|-----|-----|
|     |     | 1   | 2   | 3   | 4   | 5   |
| 6   | 7   | 8   | 9   | 10  | 11  | 12  |
| 13  | 14  | 15  | 16  | 17  | 18  | 19  |
| 20  | 21  | 22  | 23  | 24  | 25  | 26  |
| 27  | 28  | 29  | 30  | 31  |     |     |

#### EVENTS KEY

-  Hide global events
-  Hide course events
-  Hide group events
-  Hide user events

### Search forums

Go

Advanced search ?

# Scroll down to *Quick Links*

The screenshot shows a web browser window with the address bar displaying `http://learn.nmmu.ac.za/course/view.php?id=640`. The page title is "Course: Training with the F...". The main content area has a blue header with the text "Questions? Should you have any questions, please send me an e-mail and I will answer them in the Forum." and "Suggestions? Please send me any suggestions that you have so that I can build and improve on the training material." Below this is a section titled "Do the pre-test to evaluate your current experience and skills" with a sub-header "Assess your information finding experience and skills before you begin working though this training. The purpose of the questionnaire is to determine your information retrieval skills level and the knowledge areas that you need to address. **Should you score less than 80%**, it would be worth your while to work through all the topics in the online training site on finding information for research purposes." Below this is a "News forum" section with a "Documents for download" link. The "Quick Links" table is located below the news forum. The sidebar on the right contains sections for "Search forums", "Latest news", "Upcoming events", "Recent activity", and "People".

**Quick Links**

|   |   |
|---|---|
| 1. How to identify search words (keywords)  | 14. Literature Reviews                                  |
| 2. Combining search words (keywords)  | 15. Referencing techniques                              |
| 3. Phrase searching. Proximity operators. Truncation. Wildcards.  | 16. Last words  |
| 4. How to search using subject headings   | 17. The EbscoHost database                              |
| 5. Searching hints  | 18. The Emerald Insight database                        |
| 6. Serials (journals) and articles  | 19. The IEEE Xplore Digital Library database            |
| 7. Google & Google Scholar  | 20. The ISI Web of Science database                     |
| 8. How to access databases  | 21. The Nexus Research Projects database                |
| 9. Creating a PIN number in NMMU Library Catalogue (OPAC)   | 22. The OCLC FirstSearch database                       |
| 10. How to find the full text of an article using the NMMU Library Catalogue (OPAC) or CASE A-Z Journal Lists | 23. The Sabinet Reference database                      |
| 11. Interpreting search results   | 24. The ScienceDirect database                          |
| 12. Information evaluation criteria   | 25. The SpringerLink Online Journal Collection database |
| 13. How to request an item online through the Inter-library Loans System                                      | 26. The Taylor & Francis Online database                |

**Search forums**

Advanced search

**Latest news**

Add a new topic...

(No news has been posted yet)

**Upcoming events**

There are no upcoming events

Go to calendar...

New event...

**Recent activity**

Activity since Tuesday, 14 July 2015, 9:41 AM

Full report of recent activity...

No recent activity

**People**

Participants

**Navigation**

# Quick links

| Quick Links   |  |
|---|--|
| 1. How to identify search words (keywords) (8.05 minutes)   | 14. Literature Reviews   |
| 2. Combining search words (keywords) (5.57 minutes)   | 15. Referencing techniques   |
| 3. Phrase searching. Proximity operators. Truncation. Wildcards. (8.55 minutes)                               | 16. Last words (3.09 minutes)  |
| 4. How to search using subject headings (3.29 minutes)  | 17. The EbscoHost database (8.39 minutes)                              |
| 5. Searching hints (2.08 minutes)   | 18. The Emerald Insight database (8.35 minutes)                        |
| 6. Serials (journals) and articles (11.48 minutes)  | 19. The IEEE Xplore Digital Library database (4.13 minutes)            |
| 7. Google & Google Scholar (9.27 minutes)   | 20. The ISI Web of Science database (5.26 minutes)                     |
| 8. How to access databases  | 21. The Nexus Research Projects database (3.41 minutes)                |
| 9. Creating a PIN number in NMMU Library Catalogue (OPAC)   | 22. The OCLC FirstSearch database (6.38 minutes)                       |
| 10. How to find the full text of an article using the NMMU Library Catalogue (OPAC) or CASE A-Z Journal Lists | 23. The Sabinet Reference database (16.05 minutes)                     |
| 11. Interpreting search results   | 24. The ScienceDirect database (6.22 minutes)                          |
| 12. Information evaluation criteria (2.31 minutes)  | 25. The SpringerLink Online Journal Collection database (2.54 minutes) |
| 13. How to request an item online through the Inter-library Loans System                                      | 26. The Taylor & Francis Online database (2.26 minutes)                |



# Videos and quizzes are available for most topics

## Topic 5

### Searching hints.

This video below gives a few tips on searching online databases / search engines.

- Place the most important keywords first (when using the basic search screen of a search engine)
- Construct precise searches
- Be flexible
- Refine search with available settings
- Check your spelling!
- Scan the first 3 pages (or 30 links) of a large search result
- To find information within the text, use Edit – Find of the browser (or Ctrl and F)

### Searching other search fields (Field searching)

You can search for information in a specific field. Information of an article, book, etc. is divided into different fields within a database. Some of the fields usually found in an article database are:

- Author of (article)
- Article title
- Serial Title / Journal Title
- Subject
- Abstract, etc.
- In some databases, you can search simultaneously in more than one field – plan you search well!



Watch the video: Searching hints [02:08mins]



Quiz 5: Searching hints

Quiz



Contact me with queries that  
you may have:

Jean Thomas

041 504 3026

[jean.thomas@nmmu.ac.za](mailto:jean.thomas@nmmu.ac.za)

Good luck!