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
Library & Information Services

http://library.nmmu.ac.za/
Click here to go to the Faculty Librarian web site
Faculty Librarians. Click on Engineering, the Built Environment & Information Technology
Faculty Librarian web site – http://ebeitlibrarian.nmmu.ac.za/

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.

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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

- 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

- 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

- 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
Online databases (LIS website)

Library and Information Services

Databases

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.

Click to view key to the icons

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Hover over icon 📘 to read about the database.

Click on icon 📘 to view mobile site.

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
The effects of adding real estate into mixed-asset portfolios in South Africa.
Written by Abel Olaleye

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
In this example only one option exists for accessing the full text of the article. Click on it, e.g. **NMMU Patrons link to Emerald**.
Choose the relevant year, volume and issue and click on it (in the example: 2011, volume 16, issue 3)
Scroll down to the article that starts on page 272
Click on the link to full text of required article
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

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)
- CINAHL with Full Text
- 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
- Green FILE
- Health & Wellness Resource Center Alternative Health Module
- Health Source: Consumer Edition
- Health Source: Nursing/Academic Edition
- Humanities International Complete
- Ingenta Open Access Content
- Institute of Physics
- Institute of Physics Open Access Journals
- JSTOR Archive Collections Complete
- Literature Resource Center

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**Search:**

**Filter:**

**Available Databases:**

**Key:**

**Results per page:**
Enter **title of journal** in the text box and click on **Submit**.
NMMU A-Z Journal List shows database(s) where full text can be obtained. Click on the title
Follow same process as demonstrated before to find the full text of the article.
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)
Original Article

Creating an Instrument to Measure Leadership, Change, and Synthesis in Engineering Undergraduates

Benjamin Ahn¹, Monica F. Cox¹, Jeromi London¹, Osman Celik² and Jiabin Zhu³

Article first published online: 13 FEB 2014
DOI: 10.1002/cee.20036
© 2014 ASEE

Journal of Engineering Education
Another example

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;

The user name and password you entered do not match any records in our active user database. For current AOM Members:

- If you are already logged in through the website at http://aom.org you have the ability to read and print journal articles without logging in separately to the Publications Portal.
- 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:

USERNAME: Member ID# 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:
E-books
Find: e-Books using FindPlus in advanced search
Find: e-Books using Classic catalogue advanced keyword search
Classic catalogue advanced keyword search for e-books
Conference papers
IT Pathways: Increasing Girls’ Interest in IT Careers through Game-based Learning

PROCEEDING

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

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 0932913) 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

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

Peggy S. Meszaros
Center for Information Technology Impacts
Department of Human Development
Virginia Tech
United States
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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.
Referencing management software: *EndNote*
EndNote Desktop

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

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
- IST 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 (114 KB)
- EndNote Desktop Cite While You Write (2.9 MB)
- EndNote Desktop Creating Groups (1.3 MB)
- EndNote Desktop Editing Existing References (1.5 MB)
- EndNote Desktop Edit
  References and Add Files (342 MB)
- EndNote Desktop Importing PDF Files (2.6 MB)
- EndNote Desktop Importing Results from EbscoHost (1.3 MB)
- EndNote Desktop Importing Results from Google Scholar (1.3 MB)
- EndNote Desktop Importing Results from ISI WOS (630 KB)
- EndNote Desktop Importing Results from ScienceDirect (909 KB)
- EndNote Desktop Introduction
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 (4.3 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 (2.2 MB)
- Importing references from Web of Science Core Collection into EndNote Online (3 MB)
- Importing references from IEEE Xplore Digital Library into EndNote Online (3 MB)
EndNote Online (formerly EndNote Web) continued

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 Cores 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.
Or you can get this version of the EndNote Online video directly from me.
Take the hassle out of document citation with EndNote Web

by Anthony Marks
Training link on Faculty Librarian web site

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.

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Find
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- 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,
Training is available online

Faculty Librarian - EBEIT

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.

To log in:

Staff:
- Request an enrolment key from the Faculty Librarian.
- At 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.

Students:
- Request an enrolment key from the Faculty Librarian (use the form below).
- Once you have received an enrolment key, open 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/
Click on Faculty
Click on *Training with the Faculty Librarian*
Use the enrolment key: *Eagle*
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.
Scroll down to Quick Links

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.

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Search forums

Search forums

Quick Links

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

News forum
Documents for download

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> How to identify search words (keywords) (8.05 minutes)</td>
<td><strong>14.</strong> Literature Reviews</td>
</tr>
<tr>
<td><strong>2.</strong> Combining search words (keywords) (5.57 minutes)</td>
<td><strong>15.</strong> Referencing techniques</td>
</tr>
<tr>
<td><strong>3.</strong> Phrase searching. Proximity operators. Truncation. Wildcards (8.55 minutes)</td>
<td><strong>16.</strong> Last words (3.09 minutes)</td>
</tr>
<tr>
<td><strong>4.</strong> How to search using subject headings (3.29 minutes)</td>
<td><strong>17.</strong> The EbscoHost database (8.39 minutes)</td>
</tr>
<tr>
<td><strong>5.</strong> Searching hints (2.08 minutes)</td>
<td><strong>18.</strong> The Emerald Insight database (8.35 minutes)</td>
</tr>
<tr>
<td><strong>6.</strong> Serials (journals) and articles (11.48 minutes)</td>
<td><strong>19.</strong> The IEEE Xplore Digital Library database (4.13 minutes)</td>
</tr>
<tr>
<td><strong>7.</strong> Google &amp; Google Scholar (9.27 minutes)</td>
<td><strong>20.</strong> The ISI Web of Science database (5.26 minutes)</td>
</tr>
<tr>
<td><strong>8.</strong> How to access databases</td>
<td><strong>21.</strong> The Nexus Research Projects database (3.41 minutes)</td>
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<tr>
<td><strong>9.</strong> Creating a PIN number in NMMU Library Catalogue (OPAC)</td>
<td><strong>22.</strong> The OCLC FirstSearch database (6.38 minutes)</td>
</tr>
<tr>
<td><strong>10.</strong> How to find the full text of an article using the NMMU Library Catalogue (OPAC) or CASE A-Z Journal Lists</td>
<td><strong>23.</strong> The Sabinet Reference database (16.05 minutes)</td>
</tr>
<tr>
<td><strong>11.</strong> Interpreting search results</td>
<td><strong>24.</strong> The ScienceDirect database (6.22 minutes)</td>
</tr>
<tr>
<td><strong>12.</strong> Information evaluation criteria (2.31 minutes)</td>
<td><strong>25.</strong> The Springerlink Online Journal Collection database (2.54 minutes)</td>
</tr>
<tr>
<td><strong>13.</strong> How to request an item online through the Inter-library Loans System</td>
<td><strong>26.</strong> The Taylor &amp; Francis Online database (2.26 minutes)</td>
</tr>
</tbody>
</table>
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 or 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]
Contact me with queries that you may have:
Jean Thomas
041 504 3026
jean.thomas@nmmu.ac.za

Good luck!