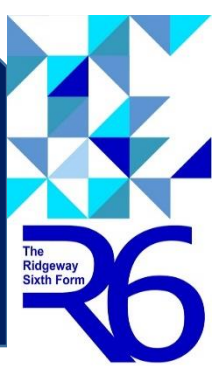# HANDY HINTS & TIPS

WHAT IS JSTOR?

JSTOR is a digital library providing access to archived journals from numerous disciplines, primary sources and e-books. Currently ArtStor, a repository of over 2.5 million images from world class art collections from around the globe is also accessible.

WHY USE IT?

- Trustworthy, peer-reviewed content for any research-based essays or coursework.
- Full text articles.
- Resources on all subjects.
- Will provide you with resources that Google and Google Scholar won't.
- Commonly used by Universities.

TIPS ON USING THE SEARCH FEATURE ON JSTOR

BASIC SEARCH FEATURES

Results given are only as good as the search terms, or the information you give. So be SMART about what you put in the search box – it will pay dividends on results that meet your research needs.

Place words within quotation marks to search for exact phrases "to be or not to be" – use lower case.

Use spelling variations ie labour and labor.

BOOLEAN OPERATORS

Use Boolean operators to combine terms – AND, OR and NOT.

Narrow your search using AND: **"cold war" AND "cuba"** – only those results that combine both terms will appear in your search results list.

Expand your search using OR: **"wroughton" OR "school" OR "teenagers"** – will give you results that contain any of the words entered.

Narrow your search using NOT: **"hamlet" NOT "Ophelia"** – will give you results that contain the word (s), except the word following NOT.

ADVANCED SEARCH FEATURES
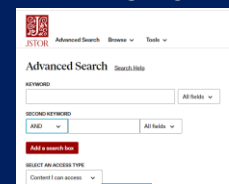
Use the drop-down menus in each category to narrow your search with specifics ie title, author, abstract.

SECOND KEYWORD DROPDOWN – Near 5/10/25 – looks for the combination of keywords within 5/10/25 word places of each other. Can only be used for single keyword ie NEAR 5 cat, but not NEAR 5 siamese cat.

Recently added content should be presented first on the search return list.

REMEMBER!

## By using and referencing JSTOR in your work you're demonstrating how widely read you are.

TIPS FOR USING CONTENT ON JSTOR

SEARCH MATCHING

The initial view on the return screen will highlight the search words used in yellow. Once you open the article you can click on "View xxx search matches" – top right of the article – this will show the number of matches of your search term per page. You can quickly skip to the page with the most matches to evaluate the relevance of the article.
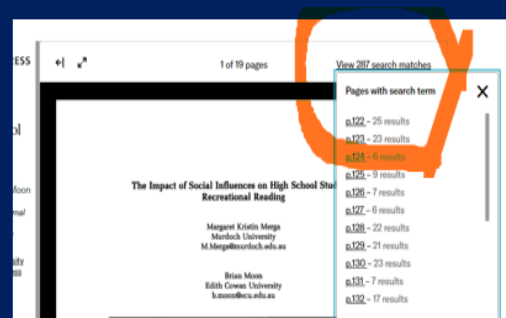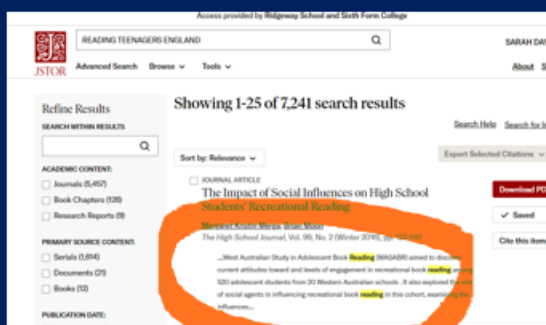
READING CONTENT
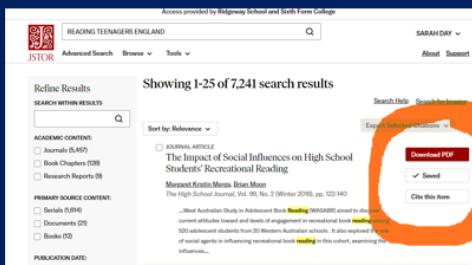
Download a PDF version of the document.

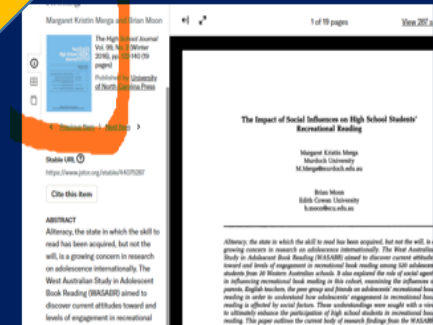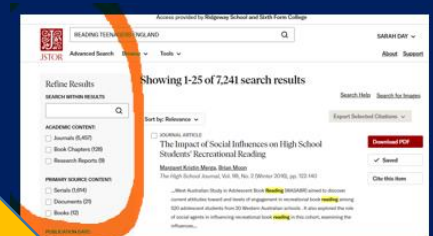**Read the article online.**

Save it to your Workspace.

Refine results filter – left hand side of the screen.

Information about the article is on the "I" button.

Abstract – this is a summary of the article and will help you evaluate relevance speedily.

Export citation.

References – list of references from the article; some with direct links.

TIPS FOR RESEARCH STRATEGIES TO USE ON JSTOR

- Look in **abstracts** for related keywords.
- Look in **cited works** for the **reference list** to find related articles.
- Consider changing the **keywords** in your search, if the results are not relevant.

TIPS FOR ORGANIZING YOUR WORK ON JSTOR

WORKSPACE

Workspace is accessed using the drop-down box under your name in the top right-hand corner of the screen.
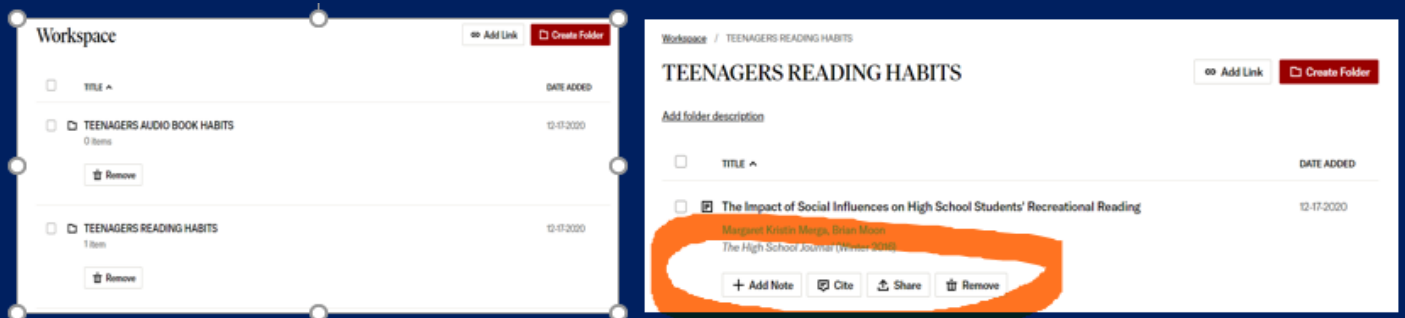
Workspace allows you to:

- Create folders to organise your work.
- Add descriptions, notes, and links to your individual citations.
- Move items around from folder to folder, or from a folder back to your general workspace.
- Add sublevel folders, to better organize your work.

TIPS FOR ACCESSING SUBJECT GUIDES

To access subject guides, go to the bottom of the page – EXPLORE JSTOR.
By Subject – resources presented in list format.
Lib Guides – the format is as per the example below for Climate Change. Resources are categorised at the top of the screen.

TIPS FOR USING THE "UNDERSTANDING SERIES"

The "Understanding Series" allows you to connect passages of text, in selected works to JSTOR resources in 3 easy steps. There are individual texts - from MLK's *I Have a Dream* speech, to *Frankenstein* or Collections – American Literature, British Literature, King James Bible and Shakespeare.

STEP 1: Click on the dropdown TOOL tab at the top of the page and click on JSTOR Understanding Series. It may take a minute or two to load.
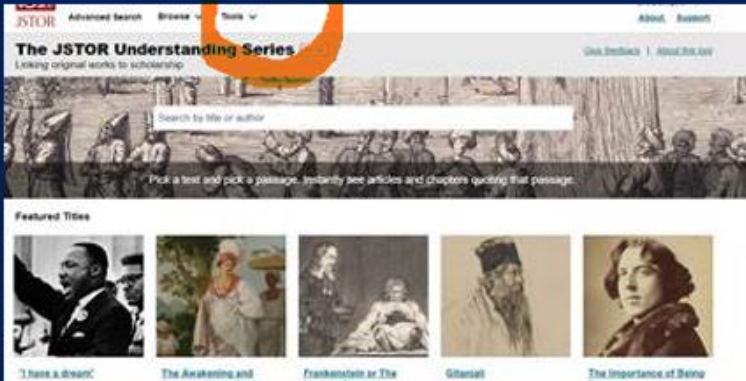
STEP 2: Select the text you or your students are studying from the individual texts displayed or the Collections. Once loaded, the text is highlighted and the number to the right-hand side indicates the number of articles that include this text.

STEP 3: Just click on the number and all linked articles will appear.

TIPS FOR USING THE TEXT ANALYSER TOOL

You can upload documents, images, and text into the TEXT ANALYSER tool and JSTOR will search for relevant content. The results are returned like a normal search.