This is a step by step instruction sheet on how to use the default USIC Search on usic.tas.edu.tw. The USIC Search is an academic research tool that searches across all our electronic resources, ebooks, and books.

Note: Use Edge on school and library equipment for research. Chrome is not always updated.

Most eResources (databases, encyclopedias, etc. online) have the same options for searching. You can use the same techniques of USIC Search in most of our other eResources.

There is an *advanced search*, which we'll talk about later, but putting words in our search box and hitting enter is called a keyword search. Keyword searches are helpful for:

- beginning research
- browsing and access online resources quickly
- looking for an overview of types of resources

Beginning a Search

The easiest way to begin a search is to put in your topic word or keyword word in and hit the search button search.

- Don't use sentences or too many words (at first) or you might not get enough results.
- Spell your words correctly!
- If you get too many results, don't worry, you can use techniques discussed below to make your search better.

Ukraine is our search example.



Once we hit search, we'll see the below result list and screen.

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On the results page there is a *Research Starter* at the top which gives you all the basic details about Ukraine. Notice also that there are more than a million results! This is because we chose a **broad** term.

If you just want general information about the Ukraine, you can also find it in the Research starter, but also you can search our <u>individual databases for Starter research</u>, which have great information.

Narrowing a Search

For more in-depth research topics such as History of Russia/Ukraine relations, you can add in another word to your search – in this case *Russia*.

Note how there are suggestions that come up as you type. These can help guide your research if you select one.

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With Russia entered also there are fewer results, but still many, 668,178.



Now use the *limiters* on the left side of your search results to help you limit your results. Note the *Show More* option under some of the limiters.

- Full text you will only see search results that you can read in their entirety. (Some results link only to information about an article and don't have the article.)
- Date use slider or type in dates. If you are researching Russian, Ukraine war, you can change the date to 2014-2022 for information on the most recent invasion, you can select an even shorter time.
- Source Types Usually we want academic journals and/or books when we're doing academic research.
- Subject subjects that are in your results are listed under Subject. The subjects that show up the most in your search, appear at the top!
- Geography limit to a certain country.

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	history (1,146)
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Options set	Language
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All Results	Content Provider
Academic Journals	All Providers
(56,882)	 Newspaper Source Plus (308,678)
Mews (395,096)	Newspaper Source
Reviews (9,901)	U Gale in Context: Opposing Viewpoints (76,361)
Trade Publications (9,676)	 Academic Search Complete (60,400)

Looking at the results (also called the records).

Academic Journals

There is an icon that tells you what kind of resource you have found on the left of the record/result.

The arrows below show that you can read the item both html and pdf full text. These are just 2 different ways of presenting information. HTML will not have any pictures included. PDF will, and you can download pdfs easily. The link directly to the resources are at the bottom of the record with the pdf and html icons. The title, in blue, links to more information about the article and will also have links to the full text of article.



In the result note that you can see the journal title, author, and the database that the article is in.

The **Subjects** are phrases and words you can combine in an *Advanced Search* using *Subject Terms* in your search as shown in **Advanced Searching**.

Here are two different records - one is a video and one an article as you can see by the icons on the left.



When you click on the title or on the full text of the item, you will get many options on the right-hand side (see below) for saving, emailing, citing, translating, etc. Copy the permalink (not the url at the top), *and* export the citation information if you want to return to the item later.

Options found on left of article or clicked result



USIC Advanced Searching

You might have noticed under the search, that there is a link to something called **Advanced Search**. This is useful if you want to do a more focused search. It's helpful to first find an article that fits your topic well.

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If *Dynamics of Ukraine-Russia Relations* looks like a great source for your research, use the **Subjects** phrases and words to help you do an advanced search. Note that our search words are bolded, and that Russia has the subject word *Soviet Union*. Subject words are terms assigned by the publishers or database to describe batches of resources.



1. Dynamics of Ukraine-Russia Relations.



By: POPADIUK, ROMAN. *Brown Journal of World Affairs*. Fall/Winter2021, Vol. 28 Issue 1, p1-15. 15p. , Database: Advanced Placement Source

Subjects: SOVIET Union; UKRAINE; DEMOCRACY; INTERNATIONAL relations; INTERNATIONAL arbitration

PDF Full Text (626KB)

Put the phrase International Arbitration as our Subject Term. **Note: you must change the drop-down menu circled in red to** *SU Subject Terms*. When we execute the search, there are fewer results, but the results should be more relevant!

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Extra tips on getting results in USIC Search

- Put quotes around phrases this will tell the search to find that phrase in that exact order only!
- Use AND in between two or more search words to make sure all the words are the results.
- If you change the AND to OR, you will broaden your search as your results will include articles with Ukraine Russia, OR International Arbitration.
- Choosing NOT will exclude words and narrow your results. Often you will NOT want *book* reviews. (See image below)
- Truncation: Enter a minimum of the first three characters followed by an asterisk (*). As an example: 'architectur*' finds resources containing "architecture", "architectures", or "architecturally"
- Wildcards: Use the pound sign (#) to represent a single character (for example 'wom#n' will find woman and women



Happy searching and don't forget to contact us at <u>usic@tas.edu.tw</u>, drop by our office, or make appointments with Ms. Lee or Ms. Wile under our services tab. See you in the USIC!

