

Chapter 3

Search materials by databases

What is Database?

Database is an assortment of data that is organized to be effectively extracted and searched.

Library subscribes various types of databases such as dictionaries and encyclopedias, or acquiring bibliographic information of journal articles, newspaper articles, company financial information, numerical data on statistics, and full text of legal precedent.

You need to collect various types of materials and use them as reference when you write a paper. Databases are excellent tools for searching materials you look for effectively from enormous amounts of data. Please actively use databases to your study.



★ Mini Information ★

Number of concurrent access:

The number of users who can access to a database simultaneously.

In Database Search page, number of concurrent access are shown for databases which have limits for number of access. You may not access to database when its concurrent access is over. If you cannot access to such database, please try again later on.

Please log out when you finish using database, which has a limit for number of access. Logging out makes system to handover authority for using database to another person.

Search materials by dictionaries and encyclopedias

You need to understand well about assignment and content of theme, when you write a paper on designated assignment. Besides, you need to have knowledge related to theme to narrow down theme into specific topic. Collecting background materials and constructing its contents will be proceeded smoothly, after you narrow down theme into topic.

If you find a theme of interest, search it by dictionaries and encyclopedias in order to gain basic knowledge about it.

Here, we will search by “Britannica Academic” as an example.



Britannica ACADEMIC

1. What is Britannica Academic?

It is an online version of “Encyclopedia Britannica”, which has been highly trusted since 1768, when it was first published.

2. How does Britannica Academic work?

It allows you to search easily and effectively from Encyclopedia Britannica (more than 75,000 items), Britannica Book of the Year (both are written in English) and so on. Moreover, you can read the latest news distributed by New York Times and BBC.

3. Top page

Let us try basic search.—①

Click on “Advanced Search”, and advanced search screen will be displayed.—②



This is a menu of useful contents or tools for the research such as world atlas, statistical data, and chronological table.—③

You can access to the latest news of the world distributed by “New York Times” and “BBC News”.—④



4. Basic Search

1

Here we will search “Hokusai”.
Enter “Hokusai” in keyword column and click on search button.



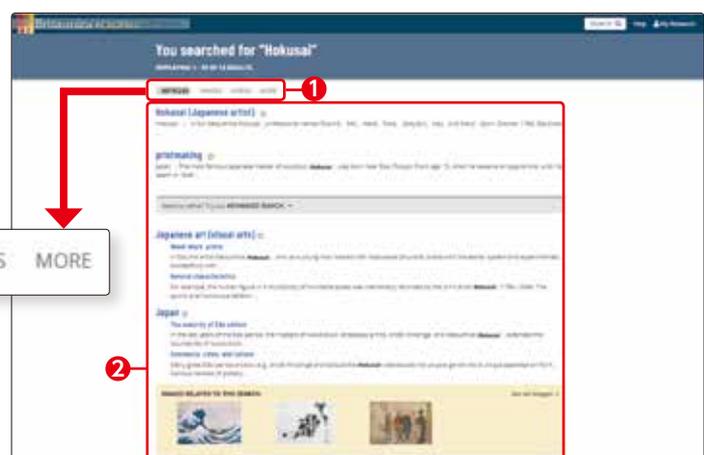
2

Search results will be displayed by contents.—①

Search results of contents you chose will be displayed at the center of the screen.—②



Click on one of the search results.



3 Article related to "Hokusai" will be displayed. If you click on blue letter parts in context, article related item will be displayed.—①
 Moreover, if you double click on word appears in the article, Dictionary of English will be open and you can look up its meaning.—②

The image shows a screenshot of the Britannica Academic website. The main article is titled "Hokusai". A red box highlights the word "concentrated" in the text, with a red arrow pointing to a pop-up dictionary definition. Another red box highlights the word "ukiyo-e" in the text, with a red arrow pointing to a separate article page for "ukiyo-e".

5. French and Spanish versions of Encyclopedia Britannica

Encyclopaedia Universalis (French)



Britannica Enciclopedia Moderna (Spanish)



Search for books

For writing a report, you will need to search for book materials you can refer to. The first database to use for the search is Sophia University OPAC (☞ See details on p.20~). Here we will look at another database.



1. What is CiNii Books?

CiNii Books is a service that provides information on materials (books and journals) held in university libraries in Japan. It enables searching a wide range of books (in Japanese and Western languages), CDs and DVDs.

2. How does CiNii Books work?

It enables you to search about 10 million titles held in 1200 university libraries in Japan. You can exactly locate the book you are looking for in libraries in Japan..

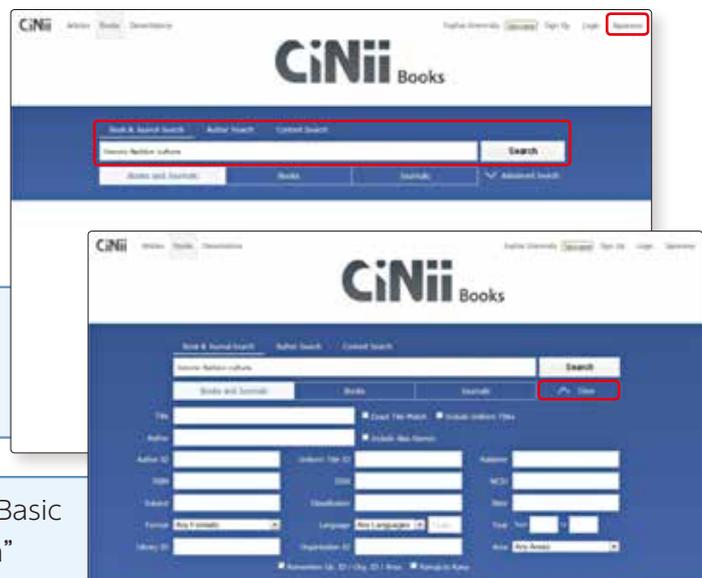
3. Basic Search Screen: Simple Search for Books and Journals

Search screen will change by clicking on “English” or “Japanese” on the top right of screen.

- 1 Enter “kimono fashion culture” and click on “Search”.

On Basic Search Screen, you can choose from all materials/books/journals

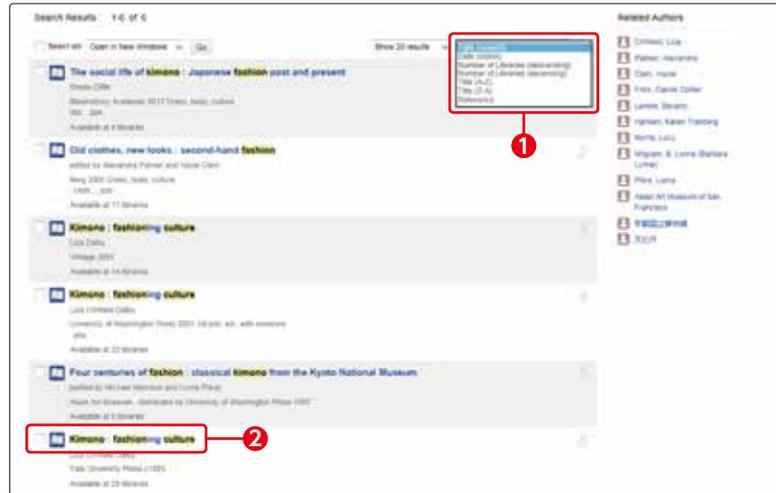
Select ^ V to change from “Basic Search” to “Advanced search”



2 Search results will be displayed.

You can sort results by:

- 1** Year of publication
- Date (newest)
- Date (oldest)
- Number of Libraries (descending)
- Number of Libraries (ascending)
- Title (A-Z)
- Title (Z-A)
- Relevance

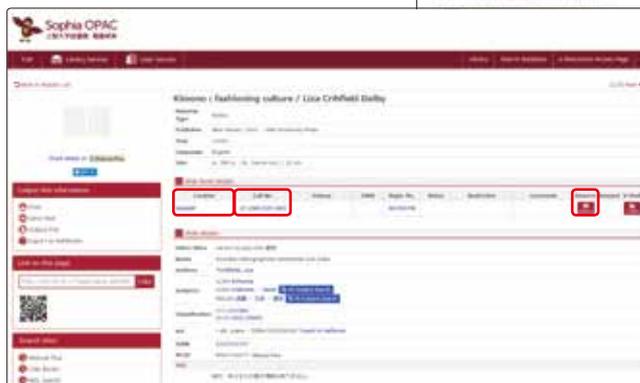
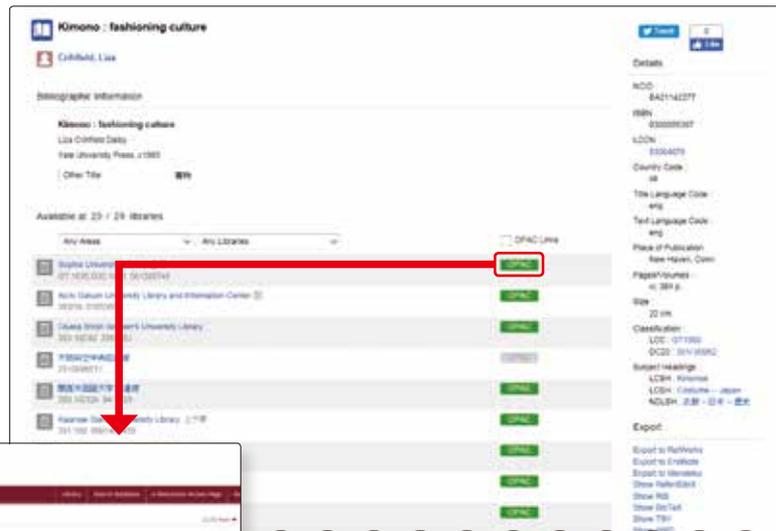


2 Click on one of the titles

3 Select the material and bibliographic information will be displayed along with list of universities holding the material.

If the material is held in our library, it will appear on the top of university library holdings.

If you click on the green OPAC button on the right, “holdings information” of Sophia University OPAC will be shown.



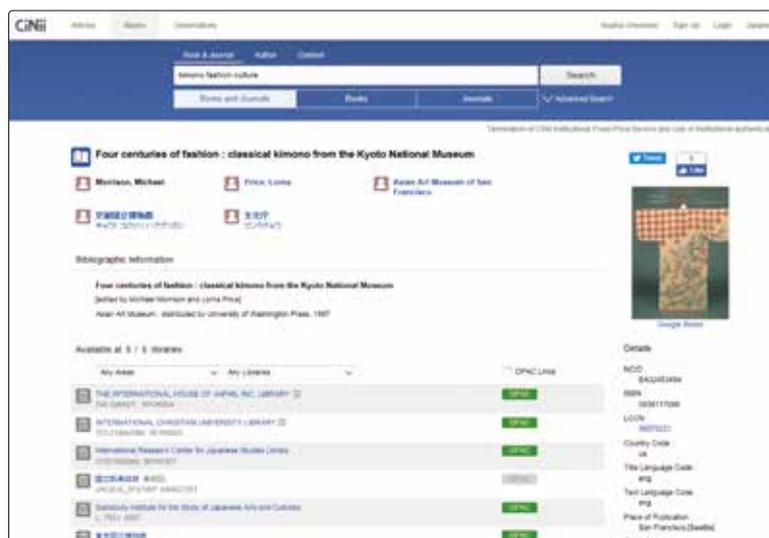
Some search results show “Description and Table of Contents” when you scroll down the screen.

4

If it is not held in our library, it will not be displayed in the holding list of libraries.

In such cases, you may ask for a letter of introduction of browsing in libraries of other universities, or using interlibrary loan service and request copies of the material.

If you wish to use materials that our library does not hold, please refer to the following procedures.



★ Mini Information ★

The vast amount of books published in the world cannot be housed in one single library; if you wish to use books not held in Sophia University Library for writing reports, please consult the Reference Counter.

1. You may visit the university that holds the book and pick it up there (you will need to bring a letter of introduction on your visit. It takes about two to three days to have the letter of introduction issued).
2. You may ask to borrow the book from the university that holds the book (you will pay the actual cost; the book is for browsing inside Library only; this loan system does not apply to books held in university libraries of Tokyo, Kanagawa, Chiba, Saitama prefectures)
3. If you know the exact pages of the material you wish to use, you may use the copying service and request the other university to send copies of the pages you require.
4. If you wish to use the book several times in the future again, or if you wish to have the book in the Library collection, you may apply for book purchase. Your purchase request must meet the selection criteria of the Library. Please consult the Reference Counter.

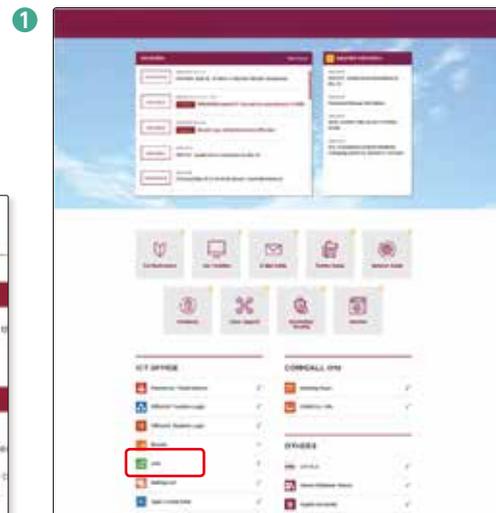
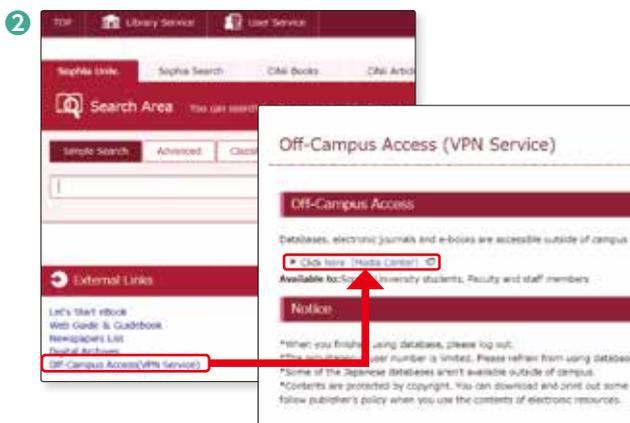
Do you know VPN Service?

You can access Database, E-book and E-journal at the computer room but you can also access them at home by setting VPN (Virtual Private Network).

▶ How to access

- ① Sophia University ICT office HP > User Guide > Network > VPN(Connect from off-campus)
- ② Library HP > Database Search > Off-Campus Access(VPN Service)

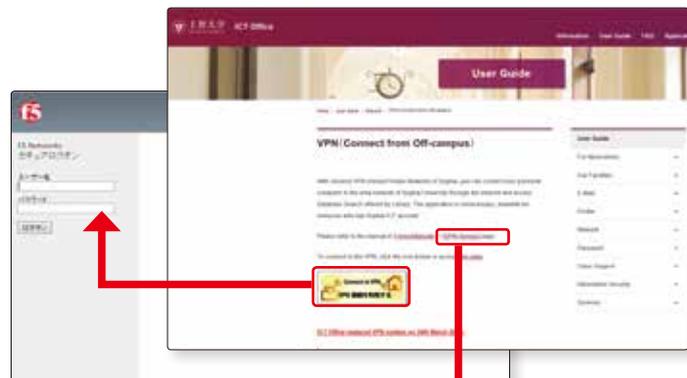
1 Access Sophia University ICT Office HP or Library HP.



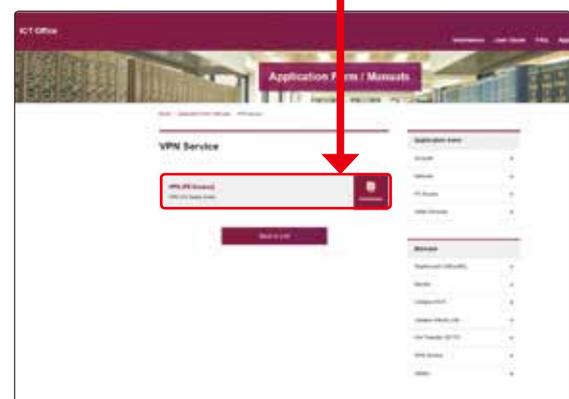
2 Click on "Connect to VPN".

ユーザー名:
Student or Faculty ID number

パスワード:
Password issued by ICT Office



3 You can get a manual from ICT office HP (Application Forms/Manuals).



3-3

Search materials by databases

Searching papers written in foreign languages



EBSCOhost

1. What is EBSCOhost?

It is a collection of databases of international papers covering a wide range of areas in humanities, social sciences and natural sciences.

If you are searching for a paper written in a language other than Japanese, EBSCOhost is the first place to go. Majority of papers are written in English (but it also has collection of papers in other languages).

2. How does EBSCOhost work?

It has multiple databases of studies in humanities, business, education, environment, psychology, law, and economics. You can select individual area search or cross search the databases. You can search scholarly journals, magazine and newspaper articles and read the articles in full text.

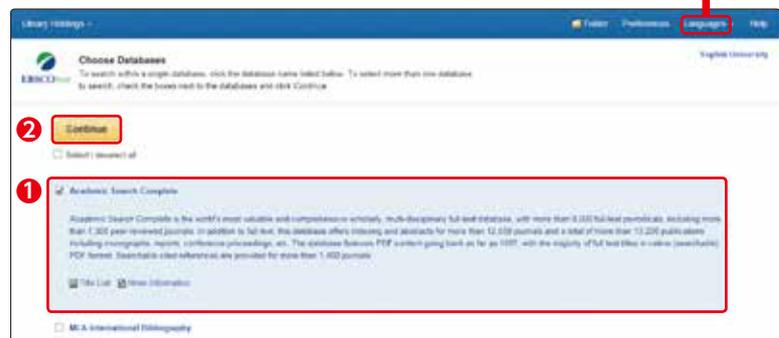
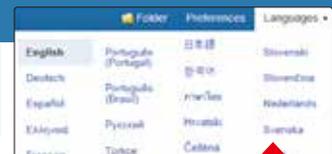
3. Basic Screen

1 This is the first screen on EBSCOhost; select the database—**1** and click on “Continue”—**2**. You can also select multiple databases for cross search. Here, we will select “Academic Search Complete”.

Major databases (area)

- Academic Search Complete (general)
 - EconLit (economics)
 - ERIC (education)
 - CINAHL (medical/nursing care)
 - Business Source Elite (business publications)
 - SocINDEX with Full Text (social science)
 - Historical Abstract (world history)
- etc.

Search screen will select language by clicking on “言語” on the top right of screen.



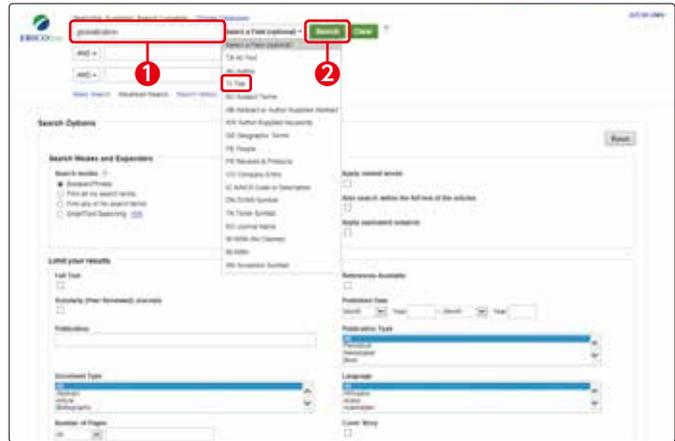
2

Here we will search “globalization” using Academic Search Complete.

- 1 Enter “globalization” and
- 2 select “TI Title” in “Select a Field”, click on “search” button.

Major Fields you may select.

- e.g.
- TX All Text (full text)*
 - AU Author (author)
 - TI Title (title)
 - SU Subject (subject)

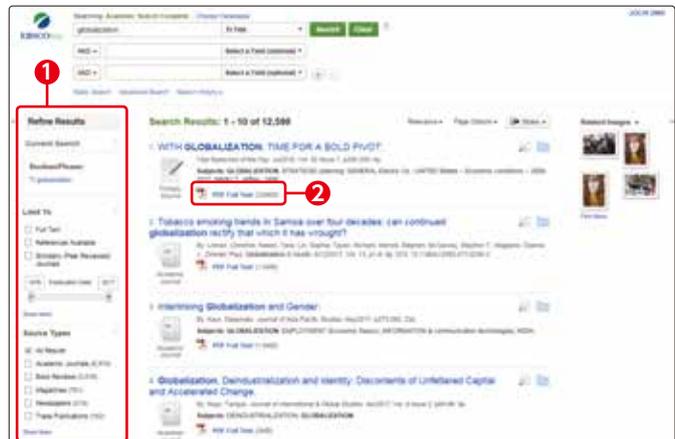


*for example, if you select “TX All Text” for Field, screen will show text (full text) of articles in which the search word is included.

3

Materials related to “globalization” in EBSCOhost Academic Search Complete will be displayed.

If a large number of search results are shown, you can refine your search as follows:— 1



- e.g.
- 1 specify conditions:
 - select one from
 - Full Text
 - References Available
 - Scholarly (Peer Reviewed) Journals
 - 2 specify year of publication
 - 3 select “Source Type” one from
 - Magazines
 - Trade Publications
 - Academic Journals
 - Newspapers
 - Reviews

If search results are given in PDF full text, html full text, you can read the full text of the electronic journal.— 2

4

Click on “Sophia search” icon when there are neither PDF nor HTML icons.

This icon appears when you cannot read full text from search results. It will cross-search or leads you to search from other databases to read full text.



5

Click on “Sophia Search”
 → Search results will show whether or not the electronic journal with the paper you are looking for is available at Sophia University.

Information of the paper (article title, author, title of journal, ISSN, volume, pages, date) will be displayed. Click on “Export/Save”, and an option screen will allow you to save the information on RefWorks (☞ for more details, please refer to p.58).

article = the paper (full text)
 Journal = link to journal
 Resource = link to publisher

Click on “article” and screen shows the paper. You can read the paper by clicking on either View full text or Download full text.



4. Search key points

(1) How to use Search options (search mode)

EBSCOhost database search screen shows search options at the bottom of screen.

1 Select Boolean/Phrase in search mode

Enter a number of words separated by space in a search box; search results will give you exact match phrases.

2 Select Find all my search terms in search mode

Enter a number of words separated by space in a search box; search results will give you phrases that have all of the words.

3 Select Find any of my search terms in search mode

Enter a number of words separated by space in a search box; search results will give you phrases that has any one of the words.

4 Select SmartText Searching in search mode

You can enter texts without any limits, phrases, sentences, paragraphs or whole page(s), in a search box. This search mode allows searching in EBSCO database only.

(2) Wild cards (👉 for more details, please refer to p.67)

In EBSCOhost you can use the wild cards **[?]**, **[#]**, **[*]**.

- | | |
|--|--|
| [?] : applies to a single letter | e.g. ne?t → neat, nest |
| [#] : applies to zero or one letter | e.g. colo#r → color, colour |
| [*] : applies to multiple letters | e.g. econom* → economy, economist, economics |

RefWorks: Reference Management Software

1. What is RefWorks?

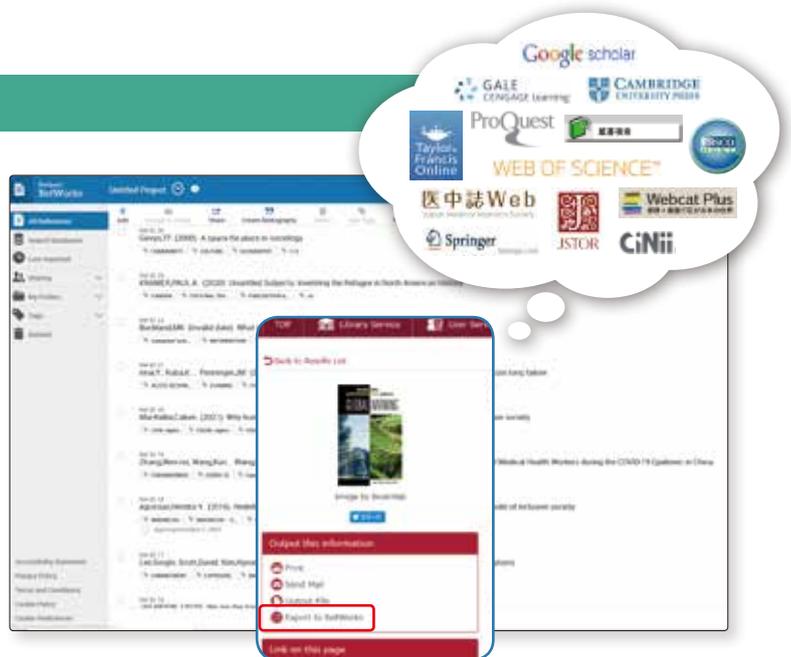
When writing a report or a paper, you need to provide a reference list at the end of your text, showing the literature you have cited or referred to.

However, it may be a difficult task to list all the vast amount of materials you have referred to.

RefWorks helps you to manage the reference information from the database search results and also to create a reference list according to the required style.

All the search results of database introduced in this Database Search Book can be exported into RefWorks.

To use the RefWorks, you need to create an account.



2. Creating an account

1 Click on “RefWorks” from list of “Database Search” screen on Library HP.



Click on “Search Database”.



Click on “Document management”.



● Column ●

2

Click on

New RefWorks ログイン

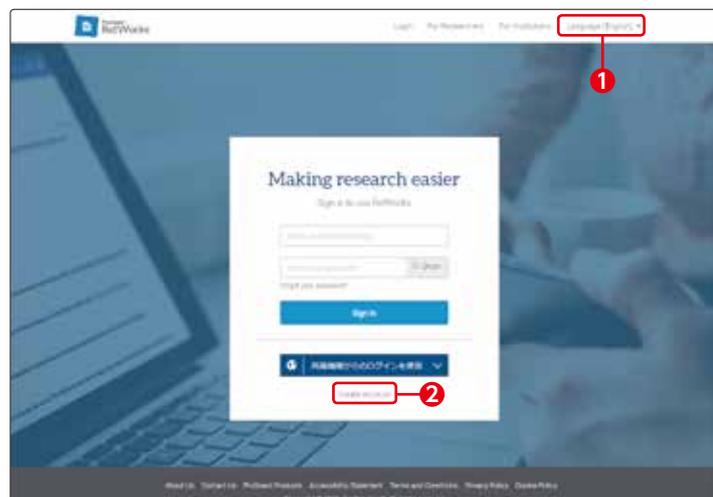


3

Screen will select language by clicking on "language(日本語)" on the top right of screen.—①

Click on "create account".

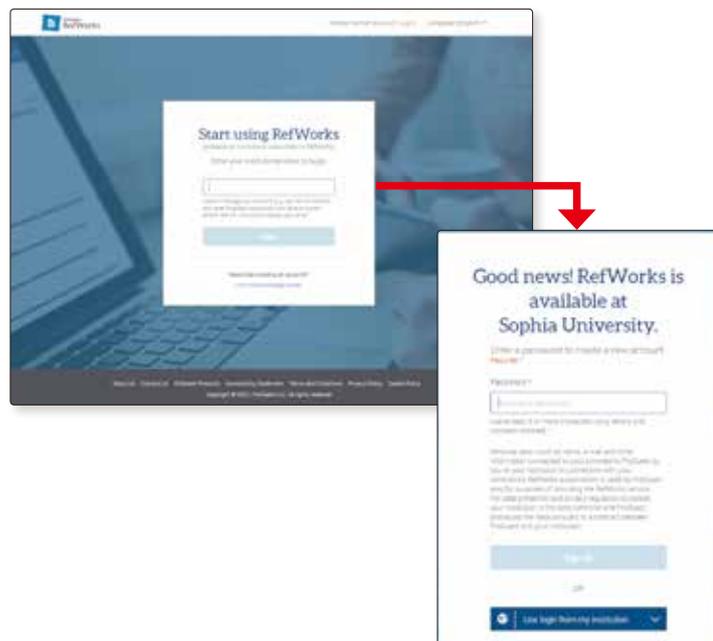
—②



4

Register your email address and password to create your account.
*Only Sophia's mail address.

Library tutorial lessons are held for RefWorks several times a year. Notice of tutorial lessons will be posted on top page of Library HP "Topics".



Web of Science | Web of Science

1. What is Web of Science?

It is a citation database for literature of high academic value in fields of the sciences, social sciences, arts and humanities. Link between cited references, citation index and relevant articles provides exhaustive information on previous research, progress and research trend.

2. How does Web of Science work?

It focuses on searching academic papers written in English in areas of the sciences, social sciences, arts and humanities. The database helps you also to obtain information on the subjects and related subjects.

Information on the following can be obtained:

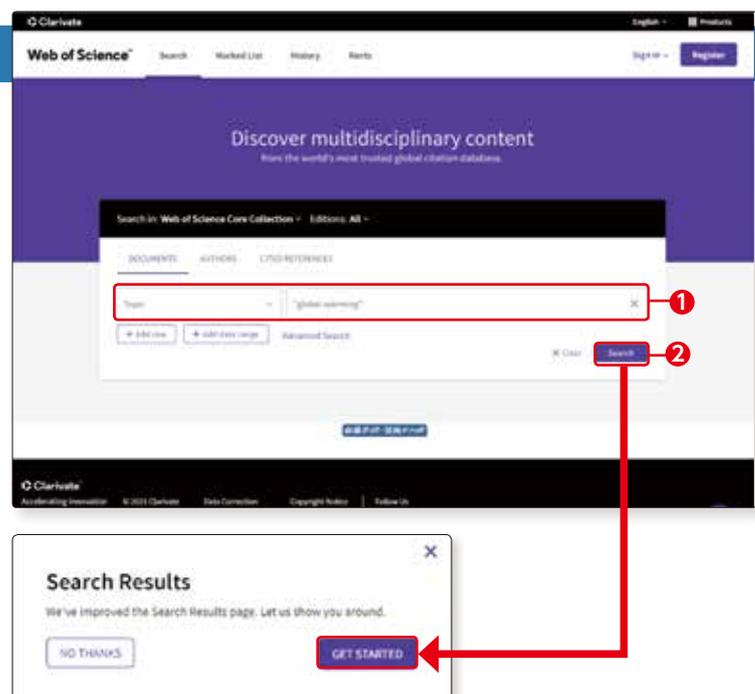
- what are the subjects, areas and scope of research?
- who is the researcher?
- which literature is cited frequently?
- who is citing the article?
- Is there any new paper written by the author?
- which other literature is cited?
- which other literature has cited the same article? etc.

3. Basic Search Screen

1 Open the Web of Science and from the Basic Search Screen, let us search papers written on “global warming”

In the Basic Search Screen enter “global warming”; select “Topic”—**1** and click on “Search”—**2**.

Besides the “Topic”, you can also select “Title”, “Author”, etc.



*If you enclose a number of words by double quotation marks, it will be regarded as one phrase and matched as one set in the search. If not enclosed by double quotation marks, search results will show articles including both “global” and “warming”.

2

Papers with topic “global warming” will be displayed.

These papers are in the collection of Web of Science; now, which paper should you read?

In “Relevance”, select “Citations: highest first” to have the list in order of papers cited most frequently (in order of the highest to lowest number of times cited in other papers).

3

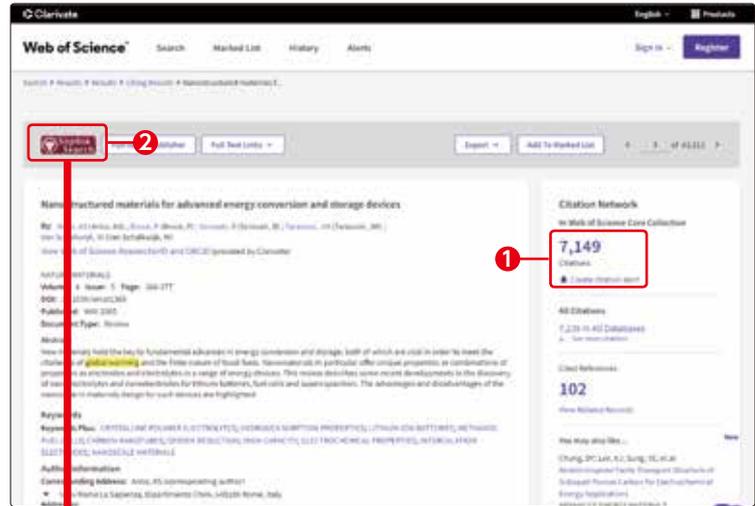
If you click on “Citations”, it will show other papers on which this paper is cited.

Click one of the titles.

4

“Citations” shows how many papers are cited in this paper. If you click here, the cited papers will be displayed.—^① This way, Web of Science sets up a link between cited literature and citation index, which enables an exhaustive search of research conducted in the research field.

If you wish to read the full text, select “Sophia Search”—^② from “Full Text Options” to check if electronic journal is available.



5

If Sophia University Library hold it, “Content is available via the following links” will be displayed. Click on “article”, you can browse the material in PDF format.—^③

If there is no electronic journal available, check on Sophia University OPAC if a print copy of the journal is available ; search by both ISSN and title of the paper.—^④

If Sophia University Library doesn't hold it, use CiNii Books and check other University Library holdings.—^⑤



4. Points to note on searching

When searching on Web of Science, the following points will be useful.
Please note the search methods vary by database.

(1) Searching a phrase by exact match

To search for exact match of a phrase, use quotation mark (double quotation) around the phrase. For example, "cross cultural study" will give you search results for an exact match. In Web of Science, exact match search is available for Topic and Title fields only.

e.g. IS THERE UNIVERSAL RECOGNITION OF EMOTION FROM FACIAL EXPRESSION - A REVIEW OF THE **CROSS - CULTURAL STUDIES**

If you enter two words separated by hyphen, period or comma, this will give you an exact match search. If you enter "waste-water", search results will show phrases that match exactly "waste-water" or "waste water". It will not match with "Water waste", "waste in drinking water", or "water extracted from waste".

(2) Searching a phrase that includes all words entered.

If you do not use the quotation mark and enter the phrase, search engine will show search results that include all the words you entered. The words may be apart from each other.

e.g. If you enter "cross cultural study" in the Title field, the results will include all the words, "cross", "cultural" and "study".
INDIVIDUALISM-COLLECTIVISM - A **STUDY** OF **CROSS-CULTURAL** RESEARCHERS

(3) Using Wild Card (👉 See details on p.67)

In the Web of Science, wild cards (* ? \$) are supported in most of search fields.
The rules for using wild cards vary by fields; check the details on Help screen of Web of Science.



JSTOR

JSTOR is another database for searching papers written in foreign languages.

1. What is JSTOR ?

JSTOR is electronic journal collections where you can search older issues of major scientific journals in the fields of humanities, social sciences, economics/management and sciences.

2. How does JSTOR work?

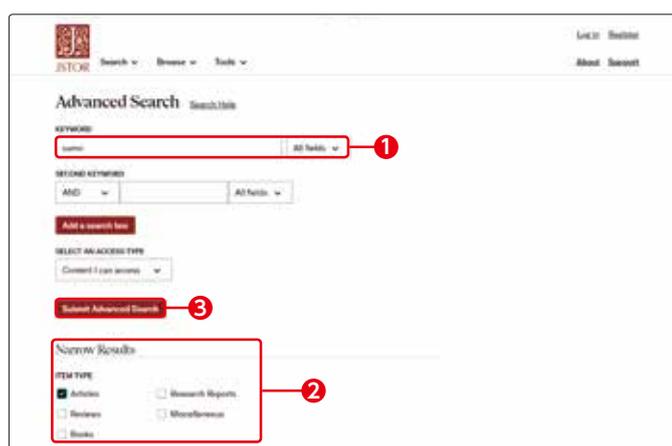
You can access older issues of electronic journals, excluding more recent issues of the past one to five years.

3. Basic search screen

1 Basic search screen will come up first. Click on “Advanced Search” and it will change into advanced search screen.



2 Here, from advanced search screen, let us search articles which keyword “sumo” is included within full text.

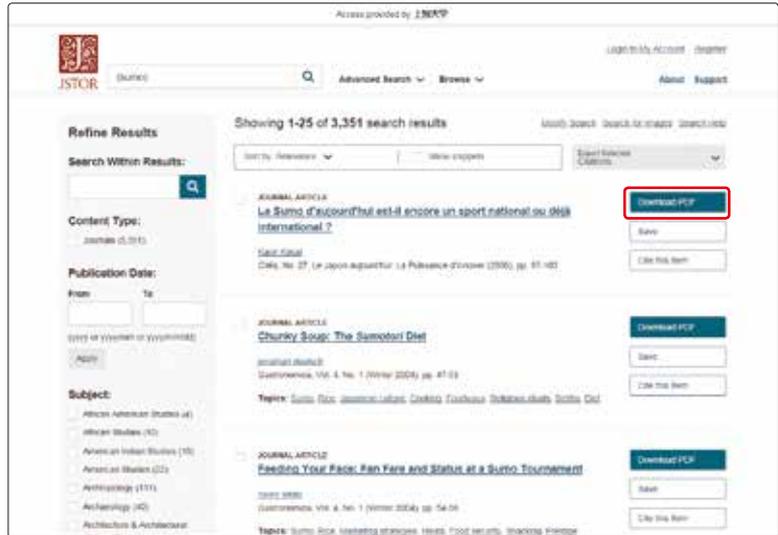


Enter “sumo” in keyword column, choose “All fields” for its field—1, choose “Articles” from “item Type”—2, and click on “Submit Advanced Search”.—3.

3

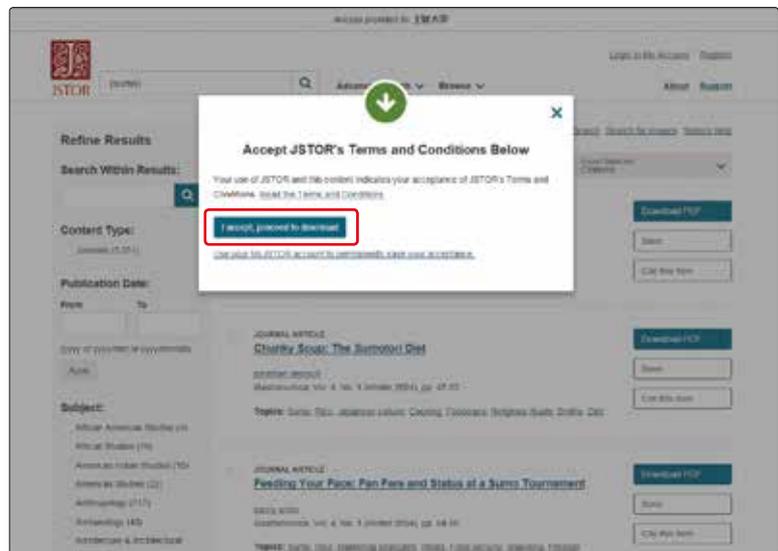
Search results will be displayed.

Click on "Download PDF".



4

If screen shows the comments click on "I accept, proceed to download".



5

You can browse the material in PDF format.



4. BROWSE SEARCH

1 Click on “Subject” from “Browse” menu in top page, browse search screen will appear.

You can search articles by subject areas or titles of the journal shown in this screen.

If you would like to search articles from all subject areas, enter keyword in search window.—**1**

If you click on particular subject area, list of journal titles page will be displayed.—**2**

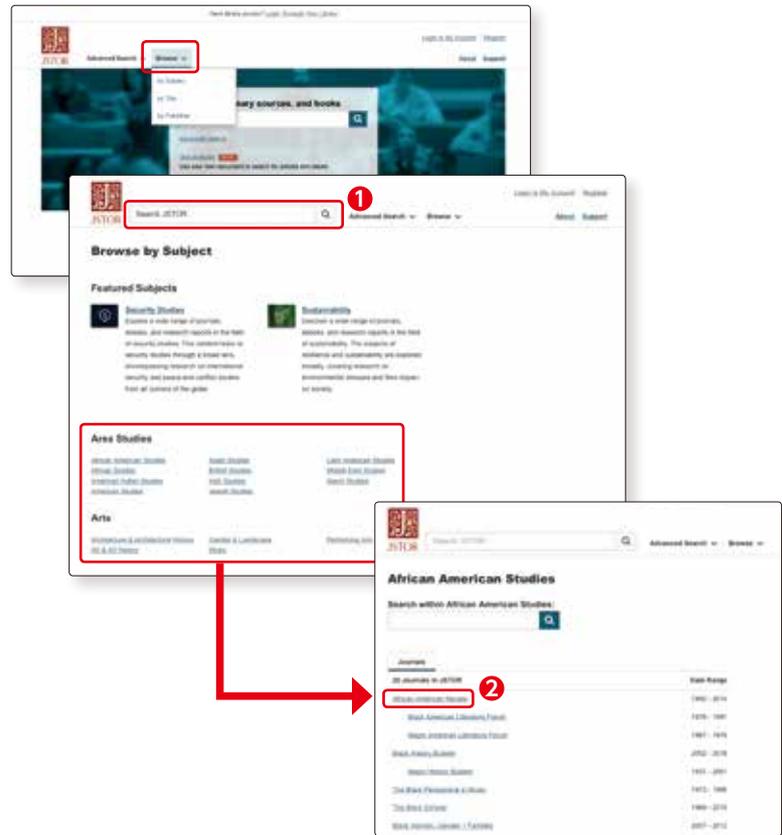
Choose one of the titles.

2 List of volumes/issues of the journal will be displayed. Click on the link of the journal volume/issue you would like to read, titles will be shown by articles.

Click on “Download PDF”, and you can read full text of the article.

You can do keyword search within selected title from search window in the list of journal titles screen.—**1**

You can do keyword search within selected volume/issue of the journal in its display screen.—**2**



Data search methods (operator, wild card)

To search in database, you need to understand operators and wild cards.

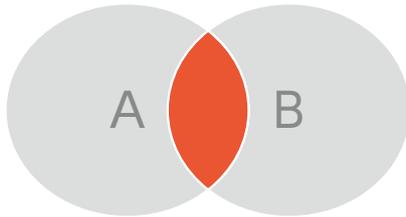
Let us study about operators and wild cards here:

(1) Operators

“AND”, “OR”, “NOT” etc. are called “operator”.

Learn the features of the operators and use them appropriately.

● AND search



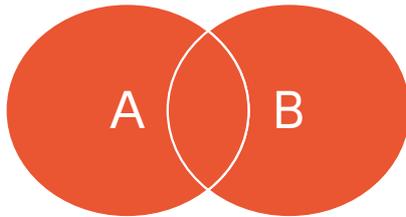
A AND B

If you enter two or more search terms next to each other in the search fields, “AND operator” will be used.

Search result will show both A and B in the search field.

This is used to narrow your search results.

● OR search

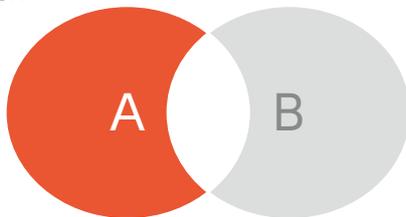


A OR B

“OR operator” will be used to search for results in which either A or B is in the search field.

This is used for exhaustive search with more than one synonym.

● NOT search



A NOT B

“NOT operator” is used to search for results in which A is included but not B.

This is used to narrow the search to confine the concepts.

(2) Wild card

“A wildcard is a symbol such as * or ? used in some computing commands or searches in order to represent any character or range of characters.”

* SPED Science and Technology English-Japanese Dictionary, JapanKnowledge Lib.

<https://japanknowledge.com/lib/en/display/?lid=40300SPED665430> (cf.2021.7.26)

- Wild cards you can use on EBSCOhost: question mark [?] (for a single character), number sign [#] (for 0 or 1 character), asterisk [*] (for more than one character). For more information, refer to pages on EBSCOhost.
- On Web of Science, wild cards asterisk [*], question mark [?], dollar sign [\$] may be used for most of search conditions, but the fields have different rules for using wild cards, check on the Web of Science Help function.
- Please note that the wild cards vary by database.

Searching Overseas newspaper articles

Nexis Uni® | Nexis Uni

1. What is Nexis Uni ?

It is a database holding information of over 15,000 newspapers, texts on business, law, medical resources published in the world.

2. How does Nexis Uni work?

It allows searching the latest news from around the world, back issues, and a wide range of social media feeds (More than 90 countries worldwide, more than 3000 newspaper articles, magazines, newswires, transcripts, etc.)

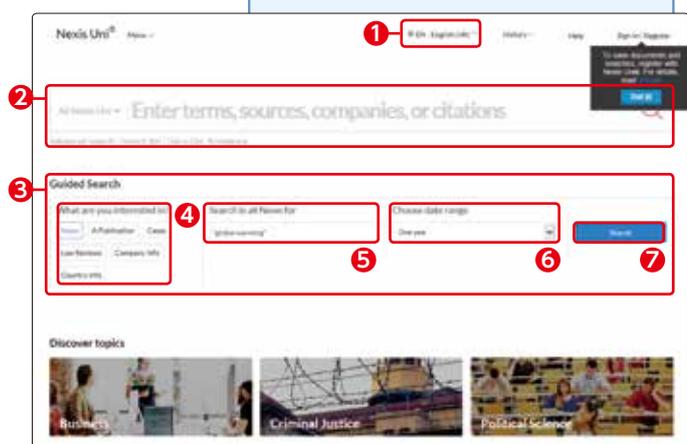
3. Top page

1 The top page is a screen for cross search. — **2**

It is useful to use “Guided Search” when searching for newspapers. Let us try searching for a newspaper article on from “Guided Search”. — **3**

- 4** Choose “News”
- 5** Enter keyword “global warming” (in double quotation)
- 6** “Choose date range”: select “one year”
- 7** Click on “Search”.

Search screen will select language by clicking on — **1**



*If you enclose a number of words by double quotation marks, it will be regarded as one phrase and matched as one set in the search. If not enclosed by double quotation marks, search results will show articles including both “global” and “warming”.

2 When there are many search results, you can narrow down from “Narrow by” on the left side. (Click an item to view details.) Here, let’s narrow by select newspaper as “publication type” and English as “Language”.

Narrow by

26 Jul 2020 to 26 Jul 2021 ✕

News ✕

[Clear](#) ☆

^ Search within results

Include* Exclude

Enter search terms

1 Timeline

2 Location by Publication

3 Publication type

4 Subject

5 Industry

6 Geography

7 Negative news

8 Sources

9 Language

10 People

Needs Unlimited News

Results for: "global warming"

News (10,000+)

Narrow by

Timeline

Location by Publication

Publication type

Subject

Industry

Geography

Negative news

Sources

Language

People

1 China: Global Warming Restapes Almanac for Tea Growers in China's Yunnan

2 Global warming 'existential threat'

3 We need not turn away from global warming

4 A Fungus Is Now Infecting Humans: Global Warming May Be To Blame

1 Timeline

2018 2019

07/29/2018

07/29/2019

OK

2 Location by Publication

Alaska	24
Arizona	2
California	1,170
Colorado	83
Connecticut	51

[More](#)

Select multiple

3 Publication type

Newspapers	30,214
Newsletters & Press Releases	13,778
Web Links	12,556
Blogs	9,208
Industry Trade Press	8,238

[More](#)

Select multiple

4 Subject

- Environment & Natural Resources
- Government & Public Administration
- International Relations & National Security
- Reports, Reviews & Sections
- Science & Technology

[More](#)

Select multiple

5 Industry

- Automotive
- Educational Services
- Energy & Utilities
- Entertainment & Arts

[Select multiple](#)

6 Geography

- Asia
- Astronomical Places
- Europe
- North America
- Oceania

[Select multiple](#)

7 Negative news

Negative Personal News	8,476
Negative Business News	3,005

[Select multiple](#)

8 Sources

WebNews - English	9,300
NewsBlogs	7,885
WebNews - Academic	2,454
Targeted News Service	1,475
States News Service	1,400

[More](#)

Select multiple

9 Language

English	99,204
German	404
Italian	184
Dutch	120
Indonesian	84

[More](#)

Select multiple

10 People

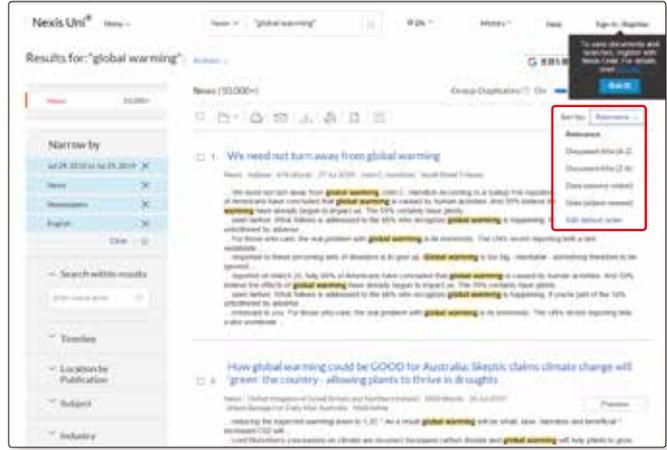
Donald Trump	11,151
Theresa May	2,308
Barack Obama	1,823
Antonio Guterres	1,338
Alexandria Ocasio-Cortez	1,191

[More](#)

Select multiple

3

Search Results will be displayed. From pull down menu of "Sort", you can have the list displayed in order of newest to oldest dates or vice versa.



4

In the list of Results, click on the title (in blue), the full text of the article will be displayed.

The search term you entered will be reverse-highlighted in yellow.



1. What is ProQuest News & Newspapers?

It is a database holding articles from the first to the most current issues of New York Times, Wall Street Journal, Washington Post.

2. How does ProQuest News & Newspapers work?

You can browse abstracts, full-text or full-image articles of New York Times, Wall Street Journal, Washington Post, and from keywords related to those you entered you may also browse other relevant articles.

- New York Times (full page and article images:1851-2017) (full text:1980-present)
- Wall Street Journal (full page and article images:1889-2003) (full text:1984-present)
- Washington Post (full page and article images:1877-2004) (full text:1987-present)

3. Basic Screen : Basic Search

1 On the Top Page, Basic Search screen, enter keywords in search box.

Let us search articles related to “global warming”.

When you would like to read text in English, click on human-like icon upper right of the display and choose English from Language.

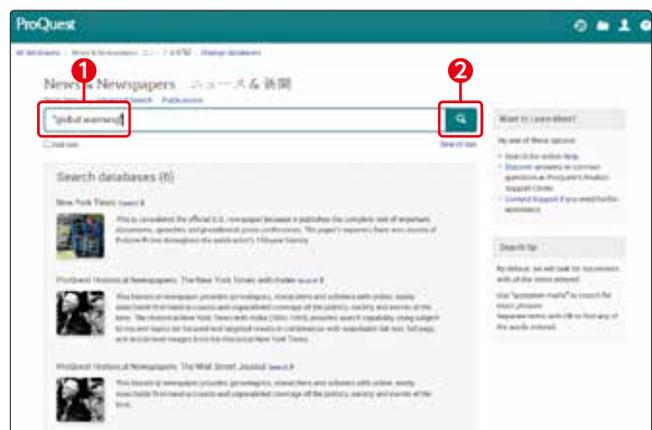


1 Enter keywords “global warming” in search box.

Search phrases must be enclosed in double quotation marks “ ”.

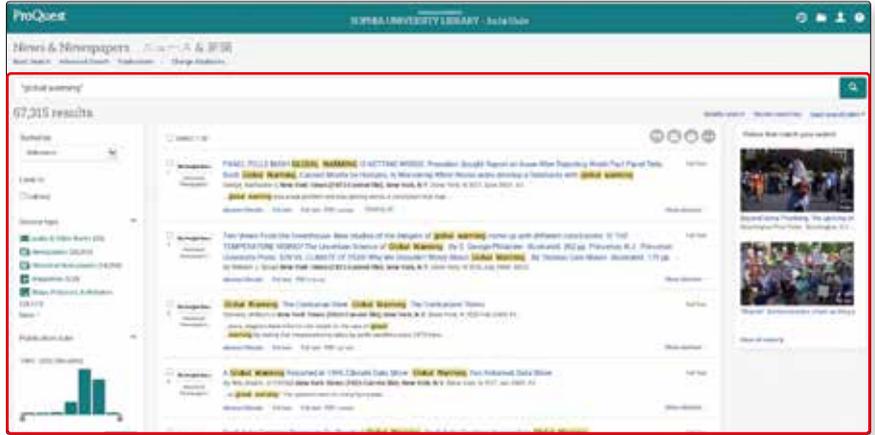
2 Click on search button (magnifying glass icon).

* If you enclose a number of words by double quotation marks, it will be regarded as one phrase and matched as one set in the search. If not enclosed by double quotation marks, search results will show articles including both “global” and “warming”.



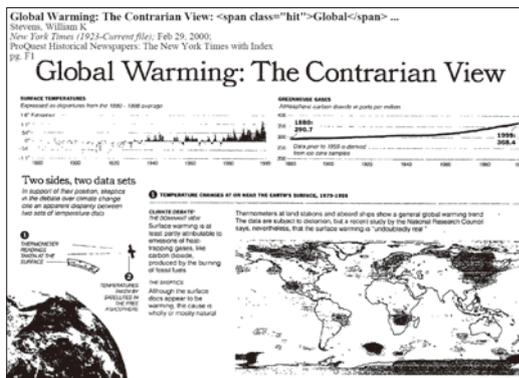
2 Search Results are displayed. Keywords are reverse highlighted in yellow.

Click on one of the titles.



3 Detail information of search results will be displayed.

- 1** Choose tab and you can display the article either in PDF or Text format.
- 2** You can download the articles or pages in PDF format.



[PDF]



[PAGE PDF]

- 4 ① You can refine your search by selecting Source type, Publication title, and Publication date.
- ② A graph will show the publication date of the articles related to the keywords and at a glance, you will know when and how many articles were reported.

The screenshot shows a search results page for the keyword "global warming" with 45,092 results. On the left side, there are two panels: "Source type" and "Publication date". The "Source type" panel is annotated with a red box and a circled '1', showing options like "Newspapers (25,594)", "Historical Newspapers (12,829)", "Magazines (502)", and "More options...". The "Publication date" panel is annotated with a red box and a circled '2', showing a bar chart for the years 1900-2018. The main search results list several articles, with the first one titled "Global Warming: The Consensus View" and the second "Both Alaska and Texas Approach to Global Warming".

4. Basic Screen : Advanced Search

- In "Advanced Search"—①
You can select Author, Publication date, Location, Document Type (Article, Advertisement, Biography, etc.)—②

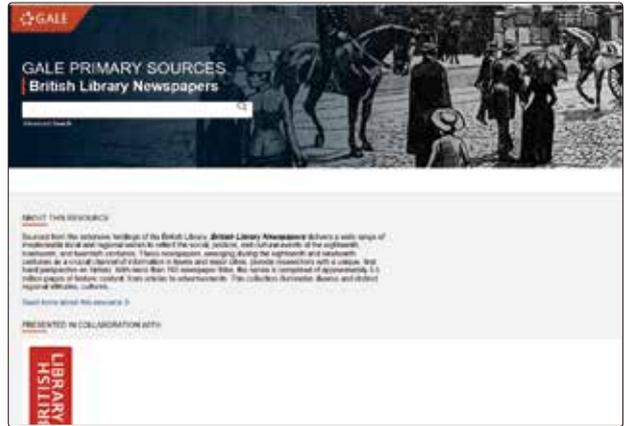
The screenshot shows an "Advanced Search" form. At the top, there is a search bar and a "Refined Search" button, which is annotated with a red box and a circled '1'. Below the search bar, there are several input fields and dropdown menus for refining the search, including "AND:", "OR:", "Publication date", "Person", "NACS", "Subject heading (all)", "Location", and "Company/organization". Each of these fields has a "Link up" button next to it. At the bottom, there are three panels for "Source type", "Document type", and "Language", each with a "select all" option and a list of specific categories. The "Document type" panel is annotated with a red box and a circled '2'.

Other Overseas Newspaper Databases

- British Library Newspapers

It holds an extensive range of primary source materials including newspapers of the 19th century.

The majority of materials is in English but the collection also has articles written in languages other than the Western languages including books, monographs, magazines, diaries, letters, manuscripts, photographs, brochures, maps and statistics.



- The Times Digital Archive (1785-2014)

Image data database of “The Times” articles and pages, model newspapers of the world.



- The Sunday Times Digital Archive (1822-2006)

Database of “The Sunday Times” which is a pronoun of investigative reporting and a pioneer in chromatic printing magazine.

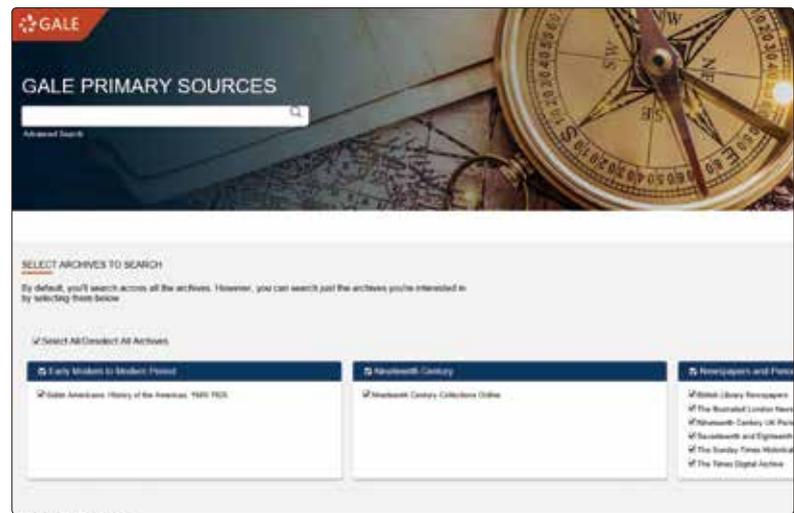


- The Illustrated London News Historical Archive, 1842-2003

The world’s first weekly newspaper with illustrations from the UK.

These newspaper databases can be searched across A from “Gale Primary Sources”.

【Gale Primary Sources】



人民日報 (People' s Daily)

Electronic edition of the daily newspaper issued by the People's Republic of China (holds articles from the first issue of 1946 to present)





Citation and Reference Literature

To write a report, you will need to read and refer to many books and journals.

If you use quotations in your report taken from materials you referred to, you need to indicate them by quotation marks. The quotations should be extracted from the original texts without changing or removing words or phrases. Make sure to give the source information for the quotation, such as name of author, title of book, publisher, year of publication, pages cited.

If you do not use quotations, the materials you referred to for writing your report should be listed as “reference” at the end of your report. There are various styles for listing the “reference”. The following books may help you in choosing your style of listing “reference”.

- “留学生と日本人学生のためのレポート・論文表現ハンドブック” (A handbook of expressions and mechanics for writing a Japanese report/paper : for international and Japanese students in every field), author: Nitsuu Nobuko ... [et al.], Tokyo University Press, 2009, 816.5:R983 (B2F)
- “Research methods in palliative care”, author: Julia M. Addington-Hall... [et al.], Oxford University Press, 2007, R:726.8:R464:2007 (2F)
- “Practicing theory in second language writing”, editor: Tony Silva, Paul Kei Matsuda, Parlor Press, 2010, P:53.27:P73:2010 (6F)



Can I or can I not quote from Wikipedia?

When you want to find out about something, many of you would probably say “let’s look it up in Wiki”.

Certainly you have used the site at least once.

Wikipedia is becoming well known as a useful tool.

Wikipedia can be a great tool that would help you with the increasing report assignments, but you should exercise caution when using the site.

You should not use Wikipedia for citation or reference.

You are aware that you should not copy-and-paste articles, but why not use for citation or reference?

Wikipedia’s articles are written by a large number of anonymous writers and can be edited by anyone; this means that the information provided may also be changed anytime. Source information is unidentified and articles may be based on assumptions.

Your reports and papers are academic writing and should not include unreliable information provided by unknown writers.

Use Wikipedia to obtain primary information but no further and turn to specialized books for more scientific determinations and definition.



Let's correctly use Electronic Resources!

(1) Confirm the user regulations in advance

Those using electronic materials should comply with the user regulations stipulated by the service provider. The regulations vary with the electronic material. Upon using the service, carefully read the regulations, Terms and Conditions, etc. Please bear in mind that there is always the danger of unintentionally carrying out an inappropriate action in violation of the agreement.

(2) There are usages that are prohibited in general!

The user regulations differ depending on the electronic material but the following usages are generally prohibited.

- Letting people other than those who are authorized (as a rule, faculty and staff, students, etc. of the university) use the electronic materials.
- Copying and distributing the contents for purposes other than the authorized person's research, education or learning. This falls under infringement of copyright.
- Mechanical search, download or printing using a program, etc.

Do not use browser prefetching function, download support tools, bots, crawlers, etc. Displaying or downloading documents that include a keyword collectively or consecutively using a tool, etc. is not allowed.

- Viewing or downloading large volumes of information in a short time that exceeds the scope of personal use.

(The reference value for the definition of short period of time differs depending on the providers. They are not disclosed to the university.)

- Carrying out exhaustive download of specific electronic materials

If you download papers of an electronic journal for an entire year, it is considered as exhaustive download.

Exhaustive download of a specific electronic material, such as downloading an entire issue of a magazine or printing all the pages of a publication is not allowed. Such acts may fall under infringement of copyright. Limit your download to the necessary portions.

Copyright Act :

All works and productions, not limited to paper media such as books and magazines, have copyright (except for the constitution and other laws, etc.). The rights of the copyright owner of information on the internet including words, pictures or diagrams, which could be easily obtained, are also protected by the Copyright Act.

Reproduction of information in other electronic media or printed material, etc. or modifying it without the approval of the owner of the copyright should not be done, even if it is for not-for-profit research purpose. It is not that you can freely do whatever you want with the obtained information.