

## Zetoc (British Library Electronic Table of Contents)

Zetoc provides access to the British Library's Electronic Table of Contents of around 20,000 current journals and around 16,000 conference proceedings published per year. It is updated on a daily basis. It does not offer full-text access to any articles; it provides citation and abstract information only.

**Subject coverage:** all subjects

**Dates of coverage:** 1993 to present

### What is the difference between the electronic journal A-Z listing and electronic databases?

The electronic journal listing is simply a list of journals which are available to us online. Use it if you know which journal you want to look at; for example your tutor has recommended 'Journal of Contemporary Culture' in your reading list, then you should go directly to the A-Z listing and search for it.

A database is a collection of journals, and you use them to search for articles; for example if you are doing an assignment on 'effective classroom management' then you would use a database to find journal articles related to that topic.

### To access Zetoc

- Go to [www.marjon.ac.uk/facilities/library](http://www.marjon.ac.uk/facilities/library)
- Click on **Electronic Resources** and then click on **Database listing**.
- Scroll down the list of databases and click on **Zetoc (BL Electronic Table of Contents)**.
- If you are working on-campus, you will be logged in automatically.
- If you are working off-campus, click on the link to **Zetoc Search** in the left hand list.
- Under the column 'HE and FE Colleges by region', scroll down to 'West and South West England'.
- Select 'College of St. Mark and St. John' from the drop down box, and press 'Go'.
- You will then need to enter your Marjon username and password.

### Problems with logging in

- You will not be able to log in if your Marjon password has expired.
- Your password needs resetting every 120 days as a security measure, so remember to do this otherwise you will not be able to log in.
- You need to set up password management questions at [www.marjon.ac.uk/email](http://www.marjon.ac.uk/email) so that you can reset your password if it expires or you forget.
- If you have problems with resetting your password, please contact [computingservices@marjon.ac.uk](mailto:computingservices@marjon.ac.uk)

### Search tools

Using special symbols can expand the scope of your search:

- Use \* to 'truncate' search terms. This expands a search term, eg. Cultu\* will search culture, cultures, cultural and cultured.
- Use ? to find alternative spelling, eg. Sociali?ation will search both socialisation and socialization.

## **Boolean searching**

This is a type of searching used in online electronic resources, and uses the words AND, OR and NOT. It is a way of combining or excluding words. For example:

- Development AND children = results which cover **both search terms**
- Development OR children = results which cover **one search term or the other**
- Development NOT children = results which cover **only the first search term**

## **Choosing your search terms**

You need to consider your search terms when you do a search. Think about:

- Technical terminology and colloquialisms
- Alternative terminology
- Alternative spellings such as American spelling

Also try to have a very definite idea of what it is you are searching for and stick to it – it is easy to follow different links and go off on a tangent when you are using the databases.

**To perform a basic search** – use this for a simple initial search

- Click on 'General search' – this will search for both journals and conference papers.
- Enter your search terms. Try using the Boolean search method and search tools as detailed overleaf.
- Remember that you may need to try different combinations of search terms to get results.
- Click on search – the results will then be displayed in a list.

## **Viewing search results**

- To view the full record for the article, click on the number in the left hand column. This will open up a full citation and abstract record.
- You now need to note down the journal title, volume and issue, the article title and the author. Use these details to search the electronic journal A-Z listing to see if we subscribe to the journal.
- At the bottom of the page, there are options to 'request a copy from your institution's library'. Please do not use this option, as we do not accept requests through this method.

## **To email or save your results**

- From the individual article record (not the results list), click on the button 'Email records' and enter your email address. Keep the format as 'long labels'.
- Or, to save the record, click on the button 'Download'. Again, keep the format as 'long labels' and then press 'send file'.

## **Problems?**

If you have any problems with using Zetoc, please email [libraryenquiries@marjon.ac.uk](mailto:libraryenquiries@marjon.ac.uk)