Google Scholar – Five top tips

You can use Google Scholar to search for:

* books
* journal articles
* conference proceedings
* other scholarly publications.

You can also view full text resources where Cardiff University has a subscription.

Getting started

To access Google Scholar, you can either:

* search online for “Google Scholar”, or
* go to scholar.google.co.uk.

Tip 1: Focus your search

When you carry out a simple search in Google Scholar you get a lot of results. You can focus your search by:

* Enclosing key phrases in quotation marks – for example, you could change the search **congestion charge emission** to **“congestion charge” emission.**
* Filtering your results by date - use the date filters on the left-hand side of the results page to show only results published before, after or between certain dates.
* Using the advanced search options – use the menu to access the advanced search window where you can filter by keyword, title, author or date.

Tip 2: Access the full text

When you use Google Scholar on campus, you will see **Full Text @ Cardiff** links next to some of your results. These identify the resources to which Cardiff University subscribes. To access the full text of an article:

1. Click the **Full Text @ Cardiff** link next to the required article.
2. The article record will open in LibrarySearch. If you’re not already signed in to LibrarySearch, sign in using your Cardiff University username and password.
3. Click either the **Download Article** link, or **Full text available at** link to view the article.

When you’re off campus, you won’t see the **Full Text @ Cardiff** links. To show these links while off campus:

1. In Google Scholar, click the **menu** button then choose **Settings**.
2. Click the **Library links** option from the menu shown.
3. Type “Cardiff University” in the search box then click the search box.
4. When the results are shown, tick the box next **to Cardiff University – Full Text @ Cardiff**.
5. Click the **Save** button.

The **Full Text @ Cardiff** links will now be displayed.

Tip 3: Set up an email alert

Rather than carrying out repeated searches for the same keywords, Google Scholar can alert you when new results are added that match your search terms. To set up an alert:

1. Click the **Create alert** button.
2. In the **Alert query** box, make sure that your search terms have been entered correctly.
3. Enter your email in the **Email** box.
4. Click the **Create Alert** button to create the alert.

Tip 4: Use the “Cited by” links

When you carry out a search in Google Scholar, you will see **Cited by…** links under each item. This link indicates the number of other documents that have listed the item in their bibliography. Click on the **Cited by…** link to show a list of all of these documents.

This is a quick way of finding other potentially relevant publications.

Tip 5: Set the “Import into EndNote” links

If you use EndNote, you can import Google Scholar results to your library. To do this:

1. In Google Scholar, click the **menu** button then choose **Settings**.
2. Under the **Bibliography manager** section, select the **Show links to import citations into** option, and select **EndNote** from the drop down menu.
3. Click the **Save** button to save your changes.

The **Import into EndNote** links will now be shown under each search result.

More information

If you require further help or information, just ask in your library or contact your [Subject Librarian](https://intranet.cardiff.ac.uk/students/study/libraries/subject-support/subject-librarians).