

Library and Academic Resource Handbook for KU Students

How to Effectively Use Kagoshima University Library

2018



Student ID number	
Name	



Welcome to the Kagoshima University Library

Campus maps showing library locations

Korimoto Campus

Central Library



The Central Library provides services for all faculties, including the Faculty of Law, Economics and Humanities, Faculty of Education, Faculty of Science, Faculty of Engineering, Faculty of Agriculture, and Joint Faculty of Veterinary Medicine. It collects and provides books and periodicals covering a broad range of fields.

■ Contact Information ■

Phone 099-285-7440

joho@lib.kagoshima-u.ac.jp



Sakuragaoka Campus

Sakuragaoka Library



This branch library provides services mainly for the Faculty of Medicine and Faculty of Dentistry. It collects and provides books and periodicals on medicine, dentistry, and nursing.

■ Contact Information ■

Phone 099-275-5205

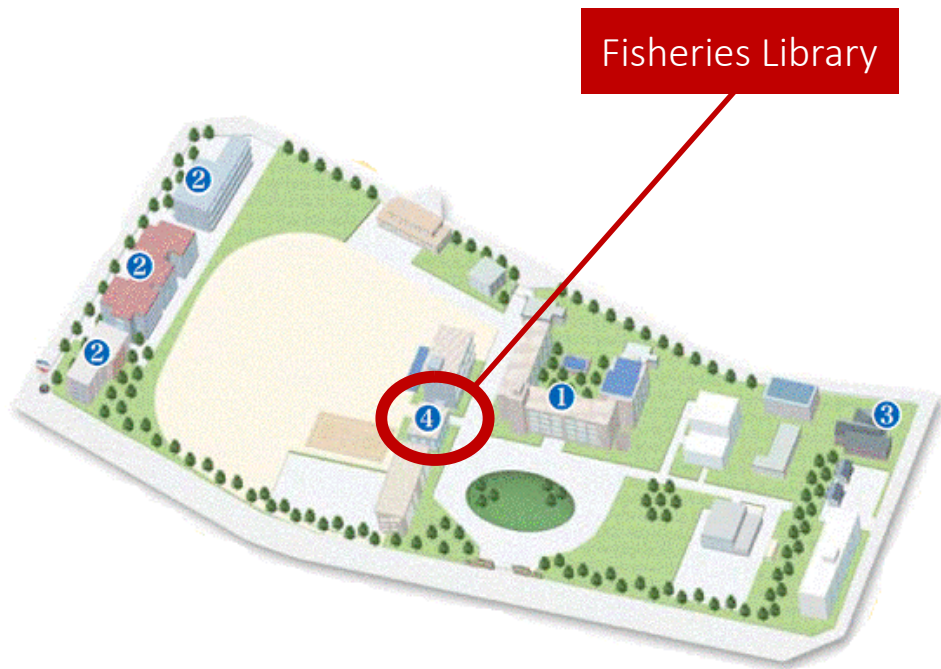
sakura@lib.kagoshima-u.ac.jp



Libraries are located on each campus, and all are accessible to students. For details on how to use the libraries, see the individual library's guide leaflet or visit the Kagoshima University Library website.

Note: To enter or leave the Central Library you will need to scan your student ID card at the gate. If you have forgotten your ID card, please inform the staff at the front counter.

Shimoarata Campus



This branch library provides services mainly for the Faculty of Fisheries. It collects and provides books and periodicals on fisheries science.

■Contact Information■

Phone 099-286-4051
suisan@lib.kagoshima-u.ac.jp



In contrast to studies at junior high and high school, learning at university is mostly self-directed. Throughout your studies, such as when writing reports and research papers, you will be required to search for and gather academic materials and information.

The Kagoshima University Library not only collects and holds materials necessary for your studies—it also offers a variety of tools to help you search for materials and information efficiently.

Keep this handbook close at hand so you can quickly and accurately obtain useful information, and please take full advantage of the KU Library as a hub for information access.



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1. Overview of Library Services

Providing a wide range of support for your university studies



KU Library offers a variety of services, including materials that will be useful in your studies and research at the university, tools to search for them, study areas, access to equipment and the internet, and support services.

Materials and Search Tools

Kagoshima University has approximately 1.27 million books, 43,000 magazines, 8,000 e-books, and subscriptions to 5,500 e-journals (as of March 2018), which you can easily search for online.

KU Library provides several databases where you can search for journal and newspaper articles and dictionaries, and access full-text articles. It has also created and offers publicly accessible databases of Kagoshima University's research results and information on rare materials.

See the KU Library website for details on materials and tools that you can use.



Study and Break Areas

All three libraries have reading areas where you can read and study, and group study rooms. The Central Library has individual research rooms where you can study by yourself, and the Fisheries Library has a seminar room where you can study in groups.

You can drink beverages in the library (however, in order to protect the library materials and facilities, only covered containers are permitted). There are also amenity areas where you can relax and have light snacks.

The Central Library has a gallery space displaying the activity outcomes of university clubs and circles.



Equipment and Internet Access

KU Library has Computing & Communications Center computers that can be used to access the internet, write reports, and create presentations.

You can also bring in your own computer or mobile device and connect to the internet from there.

KU Library loans out laptops, projectors, screens, and LAN cables.

You can also make photocopies and printouts, and the Central Library has large format printers.



Support Services

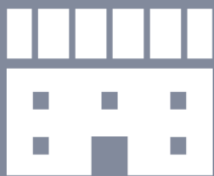
Library staff is available if you need help on how to use the library, search for and obtain materials, or conduct research.

If you cannot find what you are looking for at KU Library, you can place an interlibrary loan (ILL) request to have materials or photocopies delivered from another institution (fee required) or submit a purchase request.

KU Library also holds a variety of guidance programs and offers guidebooks to help you improve academic skills, such as how to search for information, write reports, and use databases.

You can also borrow stationery and lockers.





Using library facilities

2.1. Using Computers and Other Equipment



Computers are available for use in the library. Feel free to use them to access the internet, write reports, or create presentations. You can also bring in your own computer or mobile device and connect to the internet from there.

KU Library loans out laptops, projectors, screens, and LAN cables.

You can also make photocopies and printouts, and the Central Library has large format printers.



Computing & Communications Center Computers

To log in to a computer, you will need your Kagoshima University ID issued by the Computing & Communications Center and your password. Be sure to follow the Computing & Communications Center Rules when using the computers.

Library	Location
Central Library	1st floor computer room, 1st – 4th floor computer areas, 2nd – 4th floor individual research rooms, 2nd – 4th floor east group study rooms (not all rooms), 4th floor Information Literacy Support Room
Sakuragaoka Library	1st – 3rd floor computer areas
Fisheries Library	1st floor study lounge, 2nd floor reading room



▲ Central Library computer room



▲ Desktop

▲ Laptop



Internet Access

You can also bring in your own computer or mobile device and connect to the internet from there.

◆ “OpenNet,” the on-campus internet service, can be accessed via a wired or wireless LAN connection. To use the service, you will need your Kagoshima University ID and password.

- Wired LAN: Connect your device to one of the LAN ports found in several locations in each library with a LAN cable. See the KU Library website for locations of ports.
- Wireless LAN: Select the SSID “KNIT5-OPEN” to connect to a wireless LAN access point (found on each floor of each library). Ask the staff at the front counter for the passphrase.

You can also use Softbank or DoCoMo’s carrier WiFi service in the Central Library. See the KU Library website for details.



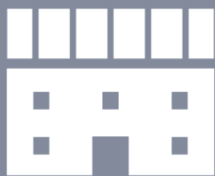
Equipment Loans

You can borrow laptops, projectors, screens, and LAN cables. If you wish to do so, place a request at the front counter of the library.



Copy Machines, Printers, and Large Format Printers

You can make photocopies of library materials and print out PDFs and image files on library copy machines. The Central Library also has large format printers for making large materials such as posters and signs.



Using library facilities

2.2. Using Study and Break Areas



KU Library features a variety of purpose-specific areas.

There are reading areas in which you can read and study, rooms in which you can study by yourself, and rooms for studying in groups. Use them in accordance with your needs.

Beverages are allowed in the library—but in order to protect the library materials and facilities, only covered containers are permitted. There are also amenity areas where you can relax and have light snacks. Make sure to appropriately take breaks and drink enough liquids when spending long hours studying.

There is also an area in which the activity outcomes of university clubs and circles are displayed.



Reading Areas and Individual Research Rooms

KU Library has numerous seats available for reading and studying.

On the second to fourth floors of the Central Library there are individual research rooms where you can study by yourself. Each room has a Computing & Communications Center desktop computer. If you wish to reserve a room, make a request at the front counter of the library. When placing a request to reserve a room, you must show your student ID.



▲ Central Library
individual research room



Group Study and Seminar Rooms

KU Library features group study rooms in which you can study in small groups. Some group study rooms in the Central Library have Computing & Communications Center desktop computers. The Fisheries Library has a seminar room for studying in large groups.

If you wish to reserve a room, place a request at the front counter or via My Library (see page 30). You must show your student ID at the front counter before using a room.



▲ Central Library group study room



Amenity Areas

KU Library has amenity areas where you can relax and have light snacks.



▲ Fisheries Library seminar room

Library	Areas where eating is allowed
Central Library	2nd floor amenity area (there is a beverage vending machine available)
Sakuragaoka Library	1st floor amenity area
Fisheries Library	1st floor study lounge



Gallery Atrium

Located on the first floor of the Central Library is Gallery Atrium—a spacious exhibition area where you can display the outcomes of club and circle activities. If you wish to display something, please make a request at the front counter of the library.



3.1. The Information Utilization Process



A 6-step process for using information

Vital tips for using info

This page breaks down the process for making use of academic information sources to complete assignments into six steps. Use it to help you determine where you are in the process and what you should do next (or if you need to go back).

By going through this process again and again in your university studies, you will improve your ability to use information sources effectively.

Note: The examples used in each step below indicate the goals for a freshman to attain when writing a report based on a topic and information sources assigned by their instructor. Freshmen should use this as a self-assessment checklist.

1 Understand the assignment

If you're a freshman, make sure you can do this!

- * Do you correctly understand the assignment given by your instructor?

2 Make a plan to search for information

If you're a freshman, make sure you can do this!

- * Are you familiar with the different types of academic sources and the characteristics of each one? Can you formulate a plan to search for sources in order to complete the assignment?
- * Can you determine and choose which services offered by the library you will need to use in order to obtain sources?

3 Search for and obtain information

If you're a freshman, make sure you can do this!

- * Can you use the library's search services to see if the materials specified by your instructor can be found at the university?
- * Can you gather the materials you need?
- * Can you correctly read the reference lists and use them in your research?

4 Analyze, evaluate, organize, and manage information

If you're a freshman, make sure you can do this!

- * Can you determine the credibility of the information you have obtained and its relevance to the assignment?
- * Can you sort out what parts of the information you obtained can be used to complete your assignment?

5 Evaluate the information critically and restructure your knowledge

If you're a freshman, make sure you can do this!

- * Can you compare and determine the differences and similarities between the pieces of information you obtained?
- * Can you determine the differences and similarities between the information you obtained and your own ideas, and further develop your ideas?

6 Use and communicate the information effectively and review this process

If you're a freshman, make sure you can do this!

- * Do you understand the standard format for writing reports?
- * Does your report clearly differentiate your own words from the words of other authors?
- * Can you cite your sources and properly quote material?
- * Can you write your report in a clear and concise manner?



3.2. Types of Sources and Choice of Tools



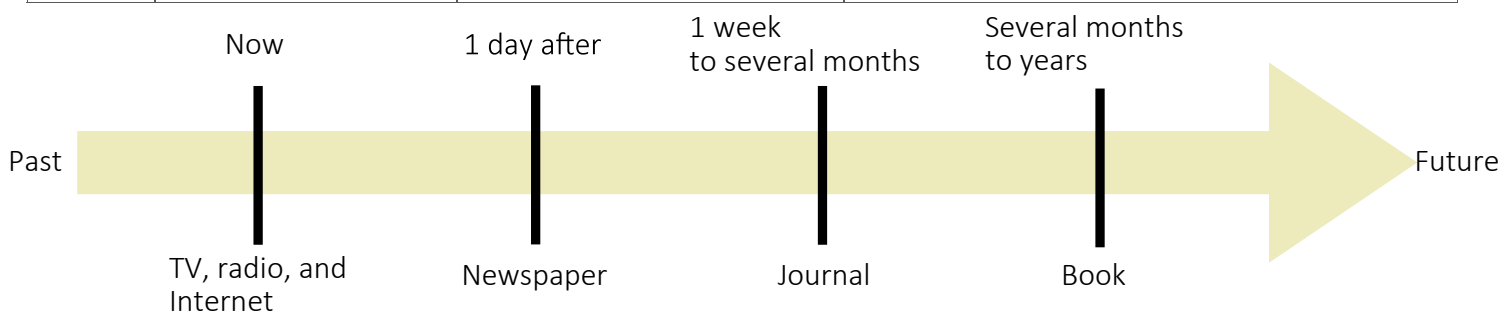
Which sources best suit your research objectives?

In order to gain greater in-depth knowledge of your field of study at the university and write reports and research papers, you will need to gather and read a vast number of academic sources. Academic sources come in a variety of formats—each with their own unique characteristics. You will need to learn the characteristics of each one and use them in accordance with your objective.

The tools and search methods you can use will differ depending on the type of source. Choose those that best suit your objectives. If you are not sure about how to proceed, try using Manabuta Search.

Vital tips for using info

Type	Publication format	Contents	Search methods & tools
Books	<input type="checkbox"/> Published irregularly	<input type="radio"/> Are about specific topics <input type="radio"/> Are organized systematically and cohesively	Books and journals ◇ Search by title or author. ◇ Search by research topic keyword. ◇ Find out where the material is held and check it out. → Manabuta Search (pp. 10 – 13) → Bookuma Catalog (pp. 14 – 16) → Browse the bookshelves (p. 17) → E-journals and e-books (p. 25) → Tools to search catalogs of other institutions (p. 18)
Journals	<input type="checkbox"/> Published regularly and continuously with no planned end <input type="checkbox"/> Are numbered by volume/issue	<input type="radio"/> Contain multiple articles <input type="radio"/> Contain the latest information <input type="radio"/> Emphasize timeliness and speed of publication	Journal and newspaper articles ◇ Search by title or author of article. ◇ Search by research topic keyword. → Manabuta Search (pp. 10 - 13) → Article database such as CiNii Articles (pp. 20 – 23) → Newspaper article database (pp. 26 – 27)
Newspapers	<input type="checkbox"/> Published continuously, usually daily <input type="checkbox"/> Include national and local papers <input type="checkbox"/> Are offered through a variety of media	<input type="radio"/> General newspapers: cover all fields <input type="radio"/> Specialized papers: specialize in a specific field <input type="radio"/> Current events and public opinion <input type="radio"/> Prioritize speed of publication	
Encyclopedias & dictionaries	<input type="checkbox"/> Varies: as needed, annually, etc. <input type="checkbox"/> General or specialized	<input type="radio"/> Provide descriptions of words or subjects <input type="radio"/> Entries are organized systematically <input type="radio"/> Highly credible, with entries written by experts in relevant fields	Preliminary research on a topic ◇ Search by specific word or subject. → Encyclopedia/dictionary database (p. 28) → Specialty encyclopedias and dictionaries (p. 28)
Online info	<input type="checkbox"/> Intermittently <input type="checkbox"/> Includes websites of organizations, individuals, etc.	<input type="radio"/> Covers all fields <input type="radio"/> Quality of information varies widely <input type="radio"/> Speed of publication varies	◇ Search by keyword of the research topic. → Search engine, web portal, etc.





3.3. Using the University Intranet



Take full advantage of the benefits of being a KU student.

A wide variety of e-journals, e-books, and bibliographic databases have been licensed to Kagoshima University, and they are available for all students to use.

The databases can be accessed with a computer connected to the university intranet.

There are several ways to access the intranet, and it can also be accessed off campus. Be sure to take full advantage of various digital resources offered on campus through these ways.

Vital tips for using info



Using the University Intranet on Campus



Access from a Computer on Campus:

Use a Computing & Communications Center computer. To log in to a computer, you will need your Kagoshima University ID issued by the Computing & Communications Center and your password.



Accessing with Your Own Device:

Connect to “OpenNet,” the on-campus internet service, via a wired or wireless LAN connection. To use the service, you will need your Kagoshima University ID and password.

- Wired LAN: Connect your device to one of the LAN ports found at various locations on campus with a LAN cable. See the KU Library website for port locations in the library.
- Wireless LAN: Select the SSID “KNIT5-OPEN” to connect to a wireless LAN access point found at various locations on campus. For the passphrase, see the Computing & Communications Center website or ask the staff at the front counter of the library.



Accessing the University Intranet from Off Campus

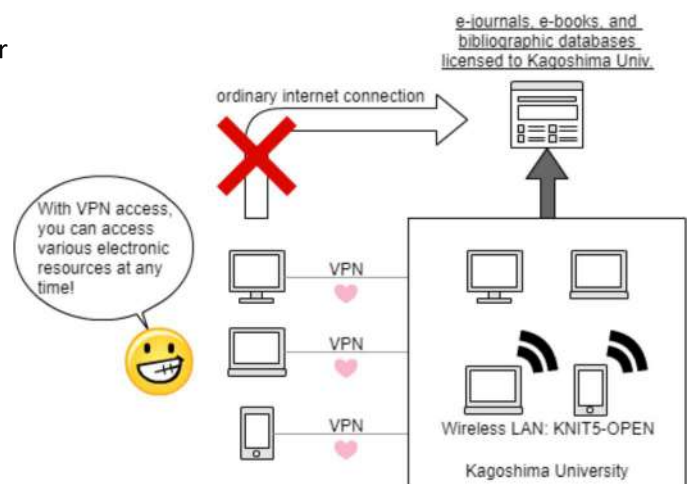
Use the VPN access service provided by the Computing & Communications Center

You can use the service on a Windows, Mac OS, iOS, or Android device. You will first need to configure the settings on your device. See the Computing & Communications Center website on how to configure settings. (The page can only be accessed on campus.)

After setup, you will be able to access the university intranet via a VPN connection with an ordinary internet connection. To connect to the VPN, you will need your Kagoshima University ID and password.

GakuNin

Some e-journals and databases can also be used off-campus by directly accessing their respective websites with an ordinary internet connection and using the Academic Access Management Federation in Japan (GakuNin) system. To log in to GakuNin, you will need your Kagoshima University ID and password.





Finding information

4.1. Manabuta Search



Search for a wide range of academic sources simultaneously.

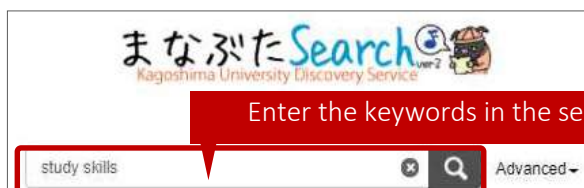
Manabuta Search is a tool that allows you to search from a vast array of academic sources—including print and electronic books, journals, and articles—using a single search box. It enables you to quickly find the sources you need, regardless of format. If you are looking for literature, Manabuta Search is a great place to start.

Manabuta Search will bring up a large number of results, so it is important to **refine** your search. Use a variety of filter functions on the search results page.



Accessing from a computer

Go to the KU Library website and click “MANABUTA Search” listed on “Links”.



▼ Search results page

1. Narrow down your search by adding more keywords and searching again.

2. Refine your search in accordance with your objective and preferences by using a variety of filters. Learning how to use these filters well will enable you to efficiently search for sources.

3. You can sort your search results by the following criteria:
Relevance
Date (newest first)
Date (oldest first)

4. Search results. The format of the item is indicated by an icon. Results with the word “online” on the icon mean you can read the full text online.

5. A Japan Knowledge (p. 28) entry related to the entered keywords will appear here. If there is no corresponding Japan Knowledge entry, information from Wikipedia will appear.

Refine your search

- Click on “Full Text Online” to narrow down your search to e-books and e-journals you can read online.
- Click on “Library Catalog” to search for printed materials in Kagoshima University’s holdings.

Refine your search by content type. (Multiple types can be selected.)

- Journal article, book/eBook, journal/eJournal, newspaper article, conference proceeding, dissertation/thesis, and more.

Publication date

- Select the date range by moving the slider or from the calendar.

Common to both PC and smartphone

- When you click/tap a filter title, your search results will be limited to only that filter. (A mark will appear next to the filter title.)
- A “More” link displays below each facet, click/tap the link to display all filter values. If you want to remove a specific filter, click/tap an mark appeared on the right side of the filter title, and click/tap “Apply” button.

< Set your search criteria based on your objective. >



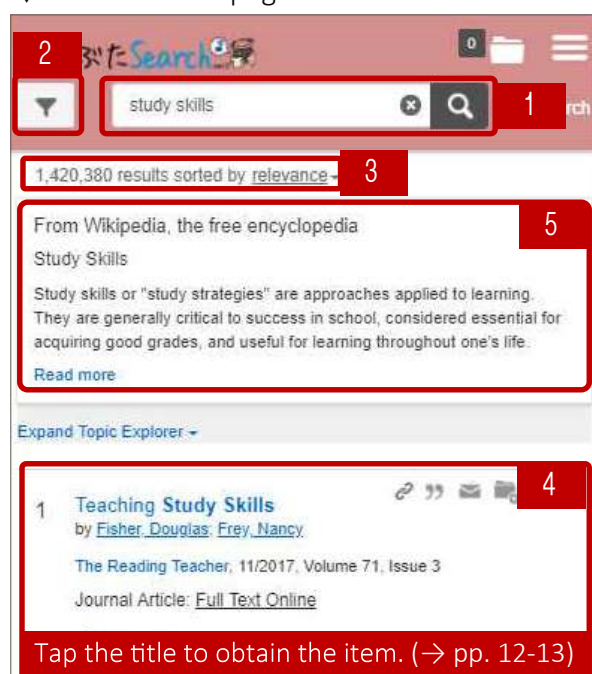
Accessing from a smartphone

Go to the KU Library website and click “MANABUTA Search” listed on “Links”.



Enter the keywords in the search box.

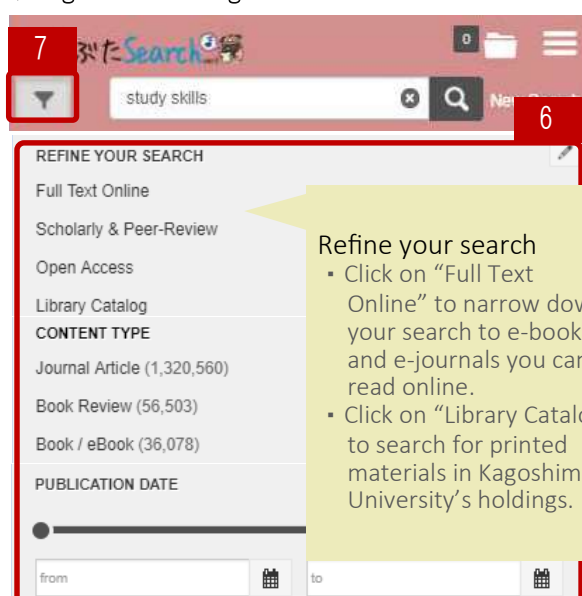
▼ Search results page



Tap the title to obtain the item. (→ pp. 12-13)

1. Narrow down your search by adding more keywords and searching again.
2. Tap this top left icon to refine your search by selecting filters and facets.
3. You can sort your search results by the following criteria:
Relevance
Date (newest first)
Date (oldest first)
4. Search results.
5. A Japan Knowledge (p. 28) entry related to the entered keywords will appear here. If there is no corresponding Japan Knowledge entry, information from Wikipedia will appear.
6. Refine your search in accordance with your objective and preferences by using a variety of filters. Learning how to use these filters well will enable you to efficiently search for sources.
7. Tap this top left icon again. You will go back to search results page.

▼ Page for selecting filters and facets



Refine your search

- Click on “Full Text Online” to narrow down your search to e-books and e-journals you can read online.
- Click on “Library Catalog” to search for printed materials in Kagoshima University’s holdings.

Refine your search by content type. (Multiple types can be selected.)

- Journal article, book/eBook, journal/eJournal, newspaper article, conference proceeding, dissertation/thesis, and more.

Publication date

- Select the date range by moving the slider or from the calendar.



Finding information

4.1. Manabuta Search (2)



Search for a wide range of academic sources simultaneously.

The way to obtain the item you want in the Manabuta Search results will differ depending on where it is held. Click/tap on the title of the item in the search results to find out how to obtain the item at Kagoshima University. The page you will be directed to will depend on where the item is held. See (1) to (3) below.

There is also a quick guide on how to use Manabuta Search on the KU Library website. The website includes a list of digital resources that can be used on Manabuta Search.

(1) If the item is a printed publication in Kagoshima University's holdings:



Accessing from a Computer

The image shows two screenshots from a computer. The left screenshot is the 'Manabuta Search details page' for the 'Publication manual of the American Psychological Association, 6th ed'. It lists details like 'Format: Book', 'Language: English', 'Published: Washington, D.C.: American Psychological Association, c2010', and 'Pages: xvii, 272 p. : 25 cm'. A red box highlights the 'Book: 140.7/P96, 中央図書館3階' (Central Library 3F) entry. A red arrow points from this box to the right screenshot. The right screenshot is the 'Bookuma Catalog details page' for the same book. It shows a table of holdings with columns: Status, Volume, Location, Call Number, Item ID, and Return Date/Reserve. The 'Holdings' section is highlighted with a red box, showing the book is 'Loanable', 'pbk', located at 'Central Library - 3F', with 'Call Number: 140.7/P96' and 'Item ID: 11110039811'.



Accessing from a smartphone

The image shows two screenshots from a smartphone. The left screenshot is the 'Manabuta Search details page' for the same book. It shows the same details as the computer version. A red box highlights the 'Book: 140.7/P96, 中央図書館3階' entry. A red arrow points from this box to the right screenshot. The right screenshot is the 'Bookuma Catalog details page' for the same book. It shows the same details as the computer version. The 'Holdings' section is highlighted with a red box, showing the book is 'Loanable', 'pbk', located at 'Central Library - 3F', with 'Call Number: 140.7/P96' and 'Item ID: 11110039811'.

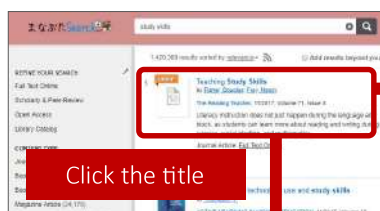
[Common to both PC and smartphone] Detailed information on the book will be displayed on Manabuta Search. To see more detailed and additional information, click the location or "View in Bookuma Catalog" and you will be directed to the Bookuma Catalog (→ pp. 14-16).



(2) If the full text can be obtained online (e.g. e-journal, e-book, institutional repository):



Accessing from a computer

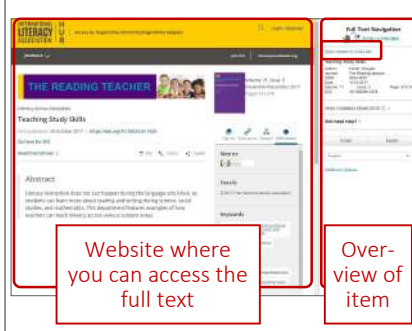


Click the title

Direct linking to the full text

Linking to the full text via "KU Full Text Navigation"

Intermediary window



Website where you can access the full text

Overview of item

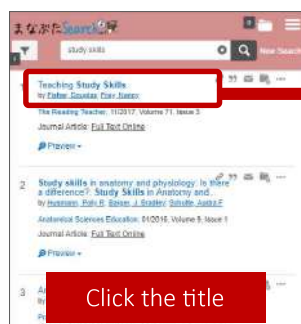


You will be directed to the website where you can view or download the text.

In some cases a "Full Text Navigation" side bar will appear on the right side of the page. This side bar will provide an overview of the item and various options. Click "Open content in new tab" to open the website in a new tab.

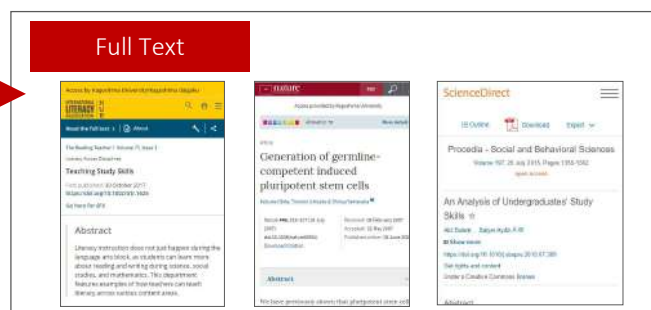


Accessing from a smartphone



Click the title

Direct linking to the full text



Tap the title. You will be directed to the website where you can view or download the text.

(3) If you cannot obtain the full text online:

[Common to both PC and smartphone] You will be directed to the KU Full Text Navigation page (see p. 24), which will provide information on how to obtain the item at Kagoshima University.

Follow the directions and check the library's holdings of printed materials on Bookuma Catalog (→ pp. 14 – 16). If it is not in the university's holdings, consider placing an interlibrary loan (ILL) request.



library's holdings

ILL request

Speed to obtain item:



Can be obtained on campus



Place an ILL request

Fast



Online contents



Printed materials in the university's holdings



Slow



Finding information

4.2. Bookuma Catalog



Search Kagoshima University's holdings.

Use the Bookuma Catalog tool to search for materials located at the university. You can only search for printed materials on Bookuma Catalog. To search for digital materials, use the E-Journals/Books Portal (→ p. 25).

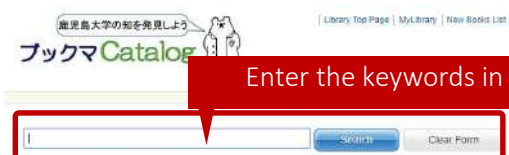
Materials are located at several places at the university. When you want to use materials that are located in other places besides the library, such as a faculty lab, bring the information on the item to the front counter of the library and talk with the staff.

Click the "Reserve" button on Bookuma Catalog to reserve a book that is located in libraries and checked out or place an inter-campus loan request to have it delivered from another campus.

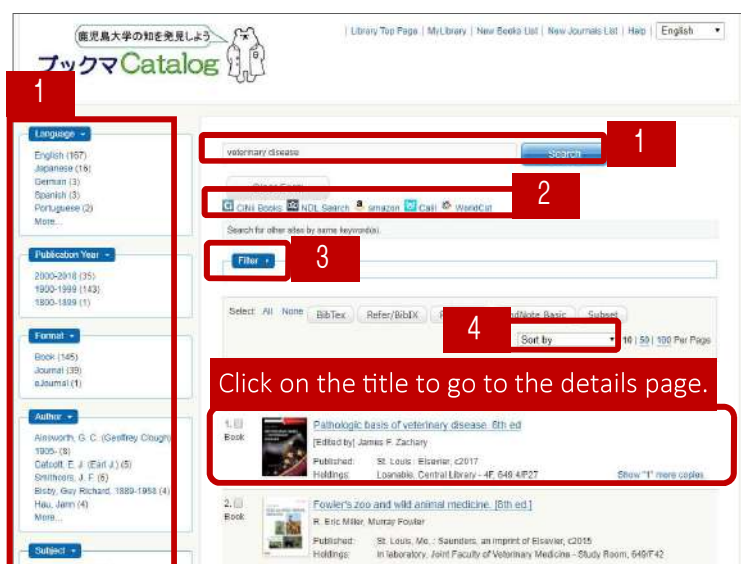


Accessing from a computer

Go to the KU Library website and click "BOOKUMA Catalog" listed on "Links".

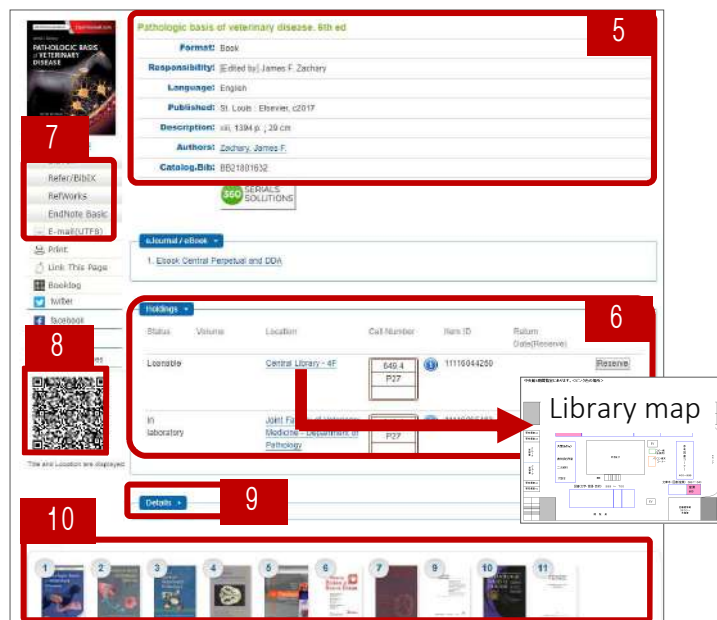


▼ Search results page



1. Refine your search by adding more keywords in the search box or selecting filters on the left.
2. Search other databases with the same keywords. Linked databases: CiNii Books, NDL Search, Amazon, Calil, WorldCat (see p. 18)
3. Click "Filter" to add more detailed criteria to further narrow down your search.
4. Change the sorting order:
Relevancy
Title (A-Z / Z-A)
Author (A-Z / Z-A)
Date (oldest first / newest first)

▼ Book details page



5. This section displays basic bibliographic information such as the title, author, and publication information.
6. This section displays holdings information. If the item is located in the library, you can click on the location and a map of the library will appear with the section where the location of the item is highlighted. To obtain the item, go to the shelf where it is located and find its call number.
7. These enable you to export the information to a file.
8. If you scan the QR code with your mobile phone, the title and whereabouts of the information will appear on your phone and you can bring it with you when searching the shelves for the item.
9. Click "Details" to view more detailed bibliographic information than that displayed in 5.
10. This section displays items related to the item you searched for that are in the university's holdings.



▼Journal details page

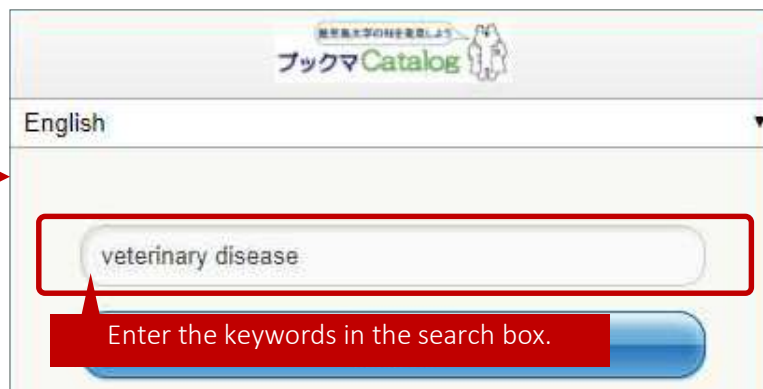
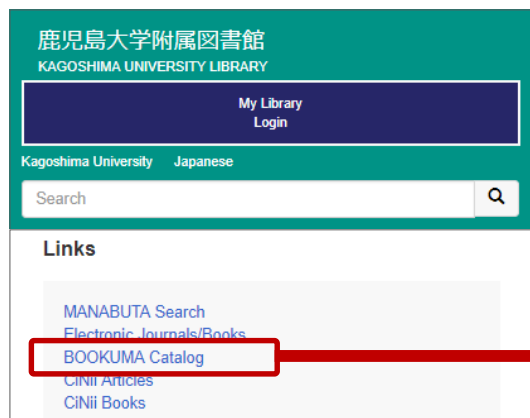


11. Click on the banner to access the E-Journals Portal (→ p. 25) to see if KU Library has a subscription to the e-journal.
12. When KU Library has a subscription to the e-journal, “eJournal / eBook” column linking to the full text may be appeared.
13. Journals have volumes. The university may not have every volume of the title, so be sure to check whether the item you need is in the university’s holdings.
14. Journals are generally located in alphabetical order of title at respective locations.
15. If this information button is displayed, be sure to click it and read the information.

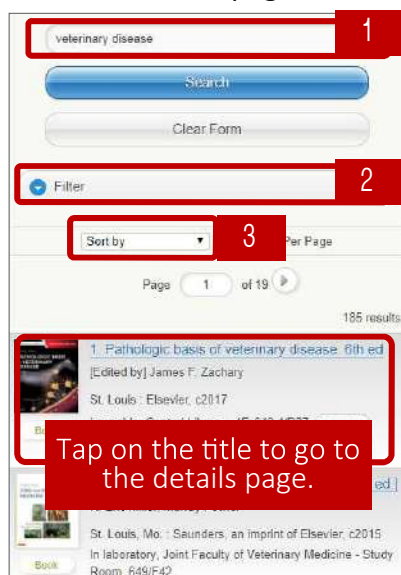


Accessing from a smartphone

Go to the KU Library website and click “BOOKUMA Catalog” listed on “Links”.



▼Search results page



under the results list:



1. Refine your search by adding more keywords in the search box.
2. Click “Filter” to add more detailed criteria to further narrow down your search.
3. Change the sorting order:
 - Relevancy
 - Title (A-Z / Z-A)
 - Author (A-Z / Z-A)
 - Date (oldest first / newest first)
4. Refine your search by selecting filters appearing under the results list.



▼ Book details page

▼ Journal details page

5. This section displays basic bibliographic information such as the title, author, and publication information.

6. This section displays holdings information. If the item is located in the library, you can click on the location and a map of the library will appear with the section where the location of the item is highlighted. To obtain the item, go to the shelf where it is located and find its call number.

7. Click "Details" to view more detailed bibliographic information than that displayed in 5.

8. This section displays items related to the item you searched for that are in the university's holdings.

9. When KU Library has a subscription to the e-journal, "eJournal / eBook" column linking to the full text may be appeared.

10. Journals have volumes. The university may not have every volume of the title, so be sure to check whether the item you need is in the university's holdings.

11. Journals are generally located in alphabetical order of title at respective locations.

12. If this information button is displayed, be sure to click it and read the information.

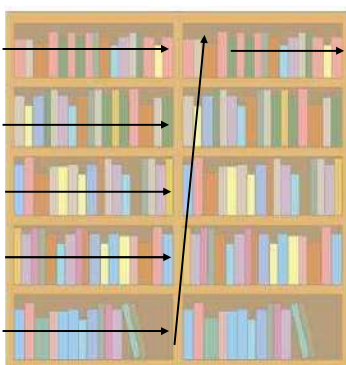


Reserving books and inter-campus loans

Click the Reserve button and you will be directed to My Library (→ p. 30). Then select the library to which you want the book to be sent.



How books are arranged (call number)



Books are arranged according to call number, starting from the top shelf, from left to right. The books are arranged by the classification number (the first line of the call number), from smallest to largest. If two books have the same classification number, they will be arranged in alphabetical order by the letters in the second line.

▼ Call number (Numbers on the spine label)

Classification number: Nippon Decimal Classification (NDC)

Book number: The first letters of the author or title



Finding information

4.3. Searching by Browsing the Shelves



Nippon Decimal Classification (NDC)

Call number labels are found on the spines of books, which are arranged on the shelves by the classification number on the first line. Classification numbers indicate the subject of the book, which are systematically classified based on the Nippon Decimal Classification (NDC).

By browsing the shelves with the classification number related to your research topic, you can search for items that correspond to the research topic you were unable to find with a keyword search. It is helpful to remember the classification numbers of the subjects in which you are interested.

Nippon Decimal Classification (NDC) 10th Edition Secondary Categories

00 General works	40 Natural sciences	80 Language
01 Libraries. Library and information sciences	41 Mathematics	81 Japanese
02 Books. Bibliography	42 Physics	82 Chinese. Other Oriental languages
03 General encyclopedias/concordances	43 Chemistry	83 English
04 General collected essays	44 Astronomy. Space sciences	84 German. Other Germanic languages
05 General serial publications	45 Earth sciences	85 French. Provençal
06 General societies. Museums	46 Biology	86 Spanish. Portuguese
07 Journalism. Newspapers	47 Botany	87 Italian. Other Romanic languages
08 General collections	48 Zoology	88 Russian. Other Slavic languages
09 Rare books. Local/Special collections	49 Medical sciences. Pharmaceutics	89 Other languages
10 Philosophy	50 Technology. Engineering	90 Literature
11 Special treatises on philosophy	51 Construction. Civil engineering	91 Japanese literature
12 Oriental thought	52 Architecture. Building	92 Chinese literature. Other Oriental literatures
13 Western philosophy	53 Mechanical/Nuclear engineering	93 English and American literature
14 Psychology	54 Electrical engineering	94 German literature. Other Germanic literatures
15 Ethics. Morals	55 Maritime/Military engineering. Weapons.	95 French literature. Provençal literature
16 Religion	56 Metal and mining engineering	96 Spanish literature. Portuguese literature
17 Shinto	57 Chemical technology	97 Italian literature. Other Romanic literatures
18 Buddhism	58 Manufactures	98 Russian literature. Other Slavic literatures
19 Christianity. Judaism	59 Domestic arts and sciences	99 Literatures of other languages
20 General history	60 Industry and commerce	<p>The Nippon Decimal Classification system classifies subjects by the numbers 0 to 9, which are further divided into subcategories. The ten main classes are represented by 0 to 9 (example: 9. Literature).</p> <p>→ Each main class is divided into ten divisions in the same way, from 0 to 9 (example: 91. Japanese literature).</p> <p>→ These divisions are divided into subdivisions, again from 0 to 9 (example: 913. Japanese literature—Novels and stories) and so on.</p>
21 General history of Japan	61 Agriculture	
22 General history of Asia	62 Horticulture	
23 General history of Europe	63 Sericulture Silk industry	
24 General history of Africa	64 Animal husbandry. Veterinary medicine	
25 General history of North America	65 Forestry. Hunting and shooting	
26 General history of South America	66 Fishing industry. Fisheries	
27 General history of Oceania/Polar regions	67 Commerce	
28 General biography	68 Transportation services. Tourist industry	
29 General geography. Description and travel	69 Communication services	
30 Social sciences	70 The arts. Fine arts	
31 Political science	71 Sculpture. Plastic arts	
32 Law	72 Painting. Pictorial arts	
33 Economics	73 Engraving	
34 Public finance	74 Photography and photographs	
35 Statistics	75 Industrial arts	
36 Society	76 Music. Theatrical dancing. Ballet	
37 Education	77 Theater. Motion pictures. Public entertainments	
38 Customs, folklore and ethnology	78 Sports and physical training	
39 National defense. Military science	79 Accomplishments and amusements	





Finding information

4.4. Searching Off-campus Catalogs



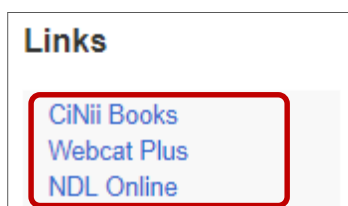
You can check out items from other institutions within and outside Japan.

If you want to expand your search beyond the university's holdings, you can search the catalogs of other institutions. The most convenient way to do this is to use a database through which you can search several institutions' holdings simultaneously.

If you want to obtain a specific item not in Kagoshima University's holdings, you can place an interlibrary loan (ILL) request (fee required) if it is in another institution's holdings. If you wish to make an ILL request, talk with the staff at the front counter of the library or submit a request via My Library (→ p. 30).

Some items have digital versions publicly available online.

Go to the KU Library website and click the database title listed on "Links".



The following are examples of databases along with those listed on "Links".



CiNii Books <https://ci.nii.ac.jp/books/?l=en>

: Search the collections of university libraries throughout Japan.

Webcat Plus <http://webcatplus.nii.ac.jp/>

: Features an associative search function, allowing users to search a broad range of materials related to a specific theme. Information on where items are located is provided with links to external sites.



National Diet Library Search

<http://iss.ndl.go.jp/?locale=en>

: Search the collections of the National Diet Library and public libraries throughout Japan.

National Diet Library Digital Collections

http://dl.ndl.go.jp/?__lang=en

: Search and view digital materials in the National Diet Library. Materials designated as "Available only at the NDL and partner libraries" can be accessed at a specified computer in the Central Library.



Kagoshima Library Book Search

<https://www.library.pref.kagoshima.jp/wo/cross/>

: Search the collections of libraries in Kagoshima Prefecture.



Calil <https://calil.jp/>

: Search the collections of libraries throughout Japan.

OCLC WorldCat <http://www.worldcat.org/>

: Search the collections of libraries around the world.





Finding information

5.1. Using Journal Articles



How to search for and obtain articles

Reading journal articles is an essential task in your university studies. To obtain a journal article, there are several steps you must follow. This page describes the basic process—from searching for to obtaining an article.

Using “KU Full Text Navigation” (→ p. 24) is also an efficient way to help you access the full text of an article.

Let's try searching for an article.



1. Find out what articles are available.

Search by keyword on an article database.

- Manabuta Search (→ pp. 10 - 13)
- CiNii Articles—if you are looking for articles written in Japanese (→ pp. 20 - 21)
- Scopus—if you are looking for articles written in other languages (→ p. 22)
- Specialized databases (→ p. 23)

“Nature” vol. 208
Pages 531-535, 1965



2. Check what journal the article is in.

If you find an article you want to read in a database described in 1, make sure to check the title, volume, and publication year of the journal containing the article, as well as the page numbers. A single journal contains a large number of different articles, so unless you know the volume, page numbers, and publication year, you will not be able to access the article.

Is there a digital version available?



I found the printed version of the journal at KU.



3. Find out whether you can obtain the journal at Kagoshima University.

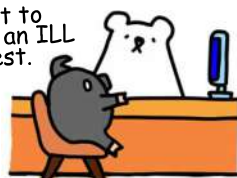
(1) Can you read it online?

Check to see if it is in an e-journal you can access at Kagoshima University (→ p. 25). If so, you can view or download the full text on the publisher's website. Some journals are available for free online (e.g. open access journals, university journals and bulletins publicly available on an institutional repository *).

(2) Can you read it in print?

If you cannot get the full text online, search Bookuma Catalog (→ pp. 14 - 16) to see if it is in Kagoshima University's holdings of printed materials. If it is, you can go to where the journal is located and check it out.

I want to make an ILL request.



4. If it is not available at the university, place an ILL request.

If you cannot get the journal at Kagoshima University, consider making an interlibrary loan (ILL) request or ordering a photocopy of the article. You can place a request at the front counter of the library or on My Library (→ p. 30). Note that this is a fee-based service.

* Many universities and research institutes have an “institutional repository”—an archive of the institute's research results available to the public free of charge.

“KU Full Text Navigation” (link resolver. → p. 24) is a convenient way to access full-text articles.



Some article databases will display one of the KU Full Text Navigation icons on the left side of the page. Clicking on the icon makes it easy to obtain an article. If the article can be read online, you will be directed to the online full text. If it cannot be read online, links for checking the university's holdings of printed materials or for placing an ILL request will be displayed.



Finding information

5.2. Searching for Japanese Articles



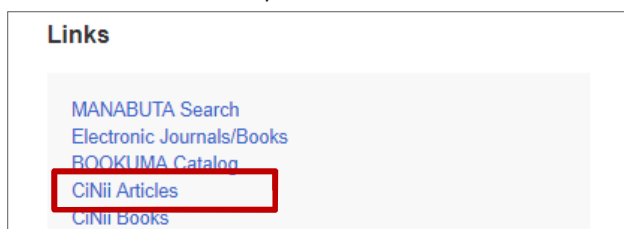
CiNii Articles

One of the largest database websites that is used to search for articles written in Japanese is CiNii Articles. Through this website, you can search for articles in Japanese academic association journals and university research bulletins.

In addition to searching by keyword, you can also search by specifying detailed criteria such as the journal title, author, publication year, and volume. The CiNii Articles site enables you to seamlessly search for and access information—it provides not only information on journal articles, but also information to help you obtain the articles.

If you access the site via the university intranet, it will display information specifically for Kagoshima University.

Go to the KU Library website and click “CiNii Articles” listed on “Links”.



Or visit: <https://ci.nii.ac.jp/en>

▼Simple search page



* If you want to specify detailed search criteria, use “Advanced Search.”

Search tips:

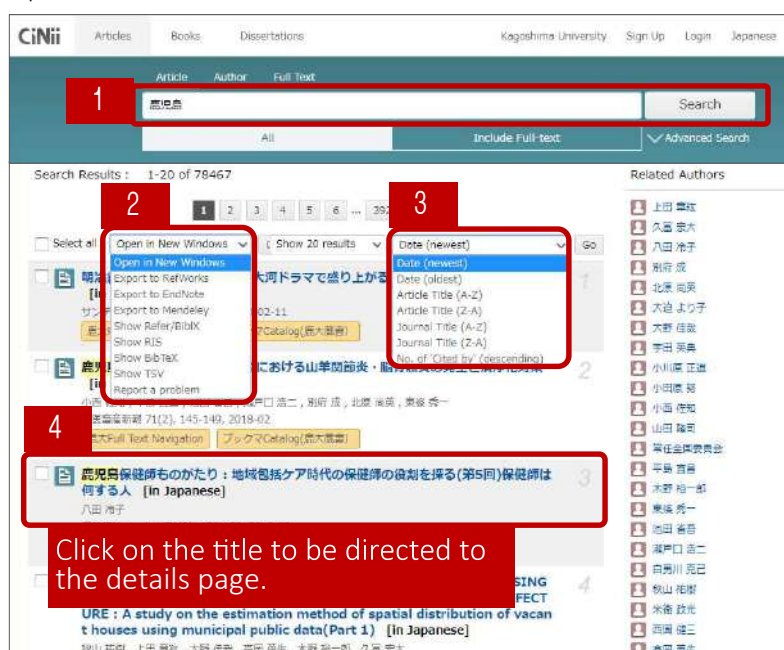
If you want to do a phrase search (i.e. a search for an exact phrase), place **double quotation marks** around the entire phrase.

For example, a search for “liquid crystal” will bring back results for “nematic liquid crystal” and “liquid crystal polymer,” but not for “crystal in liquid” or “liquid or crystal.”

Note: For a phrase search, you must enter half-width English letters and numbers.



▼Search results



- 1.Refine your search by adding more keywords.
- 2.Choice of operation

You can export the bibliographic information of an article directly to a reference management service by checking the box next to the article and selecting “Export to RefWorks/EndNote” in the pull-down menu. The menu includes other options—such as displaying bibliographic information in different formats.

3.Sort order

You can change the sort order of the search results.

4.Brief information about the article

Displayed information:

Title

Author

Excerpt of the abstract (if there is an abstract)

Publication, volume/issue, page numbers, and publication year

Links



▼Details page

5. Title and author of the article

6. Link to the full text online

7. Search for the article

8. Journal information

5. Title and author of the article

6. Link to the full text online

- If the full text is available online, a link to the relevant website will be displayed.
- In some cases, a fee may be required to view or download a full text. For details, please speak with the library staff.

7. Search for the article

If the full text is not available online, you can search for a library that has a print version of the journal with the article. First check Bookuma Catalog (pp. 14 - 16) to see if it is located at Kagoshima University. If it is not, consider placing an interlibrary loan (ILL) request (fee-based service).

Note: When searching an online library catalog to see if the article is in the holdings of the university or another institution, **enter the title of the journal, rather than the article**. Also, note that normally you cannot use the volume or page numbers as search terms when searching a catalog for journals, so be sure to search by the title.

8. Journal information

This section displays the title (in Japanese and English), volume and issue number, the page numbers, publication date, and publisher (in Japanese and English) of the journal in which the article is published. You will need this information to obtain the article and when citing it in a report or research paper, so make sure you copy it down correctly.

Elements of bibliographic information

The title of the journal

鹿児島大学法学論集

Volume and issue number, page numbers, publication date

52(1), 1-27, 2017-11

Publisher

鹿児島大学

For your reference: Kagoshima University information

When accessing this site from a computer connected to the university intranet, the following information for Kagoshima University will appear in section 7 mentioned above.

- 「ブックマCatalog(鹿大蔵書)」 (Bookuma Catalog (Kagoshima University catalog)) → Click this and you will be directed to Bookuma Catalog (→ pp. 14 - 16), where you can check if the journal is in the university's holdings.
- 「鹿大Full Text Navigation」 (KU Full Text Navigation) → Click this and you will be directed to the KU Full Text Navigation page (see p. 24), which will help you obtain the article. If the full text is available online, a link to the full text will be provided. If it is not available online, links to check the university's holdings of printed materials or place an ILL request will appear.





Finding information

5.3. Searching for Articles in Other Languages



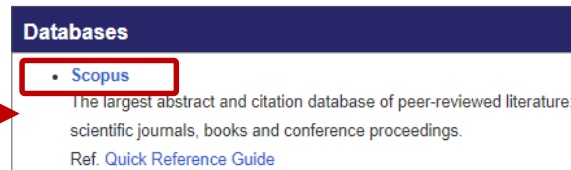
Scopus

Scopus is one of the best tools for searching for articles written in other languages. It is the world's largest abstract and citation database, enabling you to search among over 70 million items, including journals, conference proceedings, and books—all which meet its selection standards.

Not only can you search for specific articles, but you can also look up what other articles a specific article has been cited in. Based on the citation information, you can find out how influential an article is and trace the citations back to look up how the research has developed and progressed over time.

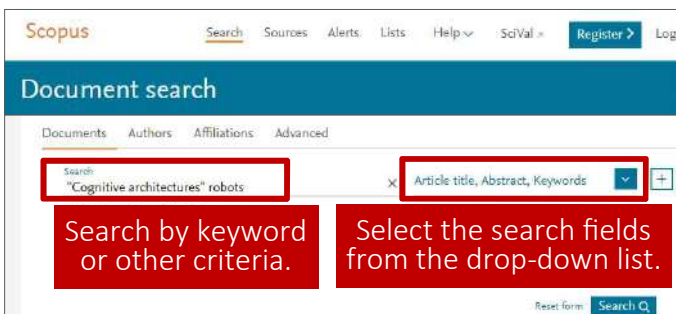
See the help page or user guide for details on how to use it.

Go to the KU Library website and click "Databases".



Click "Scopus" from among the list of databases.

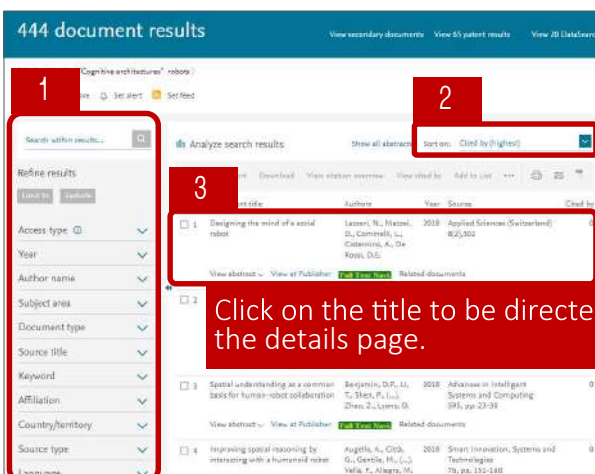
▼ Search page



Search by keyword or other criteria.

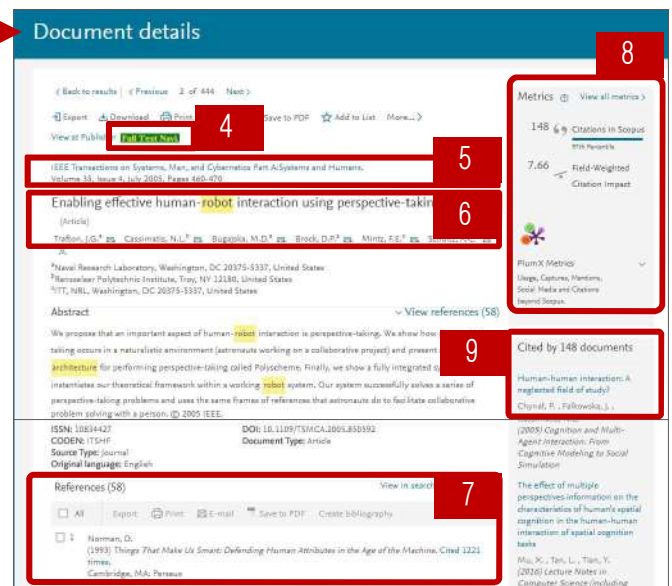
Select the search fields from the drop-down list.

▼ Search results



1. Refine your search by adding more keywords in the search box or selecting filters on the left.
2. Search results are sorted by date, most recent first and appears as 'Date(Newest)'. To sort them by different criteria, click one of the other 'Sort on' links at the top of the results list. This is also the way to find the most cited documents.
3. Brief information about the document

▼ Details page



4. Click this and you will be directed to the KU Full Text Navigation page (see p. 24), which will help you obtain the document. If the full text is available online, a link to the full text will be provided. If it is not available online, links to check the university's holdings of printed materials or place an ILL request will appear.
5. Source title in which the document was published, volume and issue, publication date, and page numbers.
6. Title and author of the document
7. References
8. Metrics. "Citations in Scopus" shows how many times this publication has been cited within the Scopus database.
9. Number of citing documents, the three most recent documents that have cited the current document within the Scopus database.



Finding information

5.4. Searching for Articles in Specific Fields

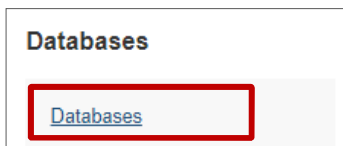


Make effective use of specialized article databases.

Specialized databases have more extensive records of articles in a specific field than general databases, and feature search functions specifically suited to the relevant field.

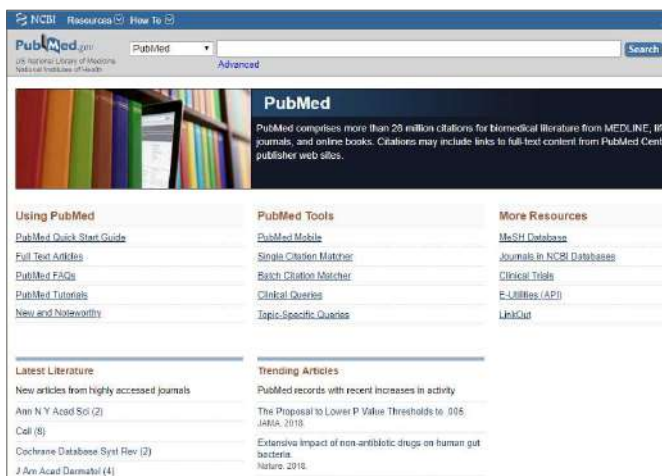
Go to “Databases” on the KU Library website for a list of databases, and search for articles in the database that best suits your objective. The page also provides user guides for each database, so consult the guides if you need help.

Go to the KU Library website and click “Databases”.

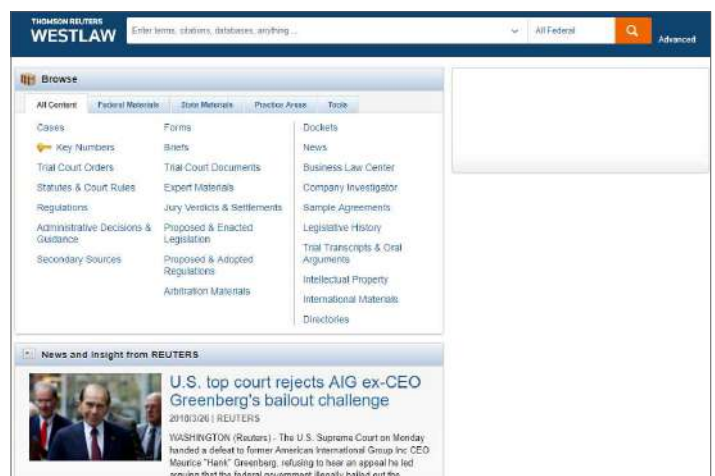


You will be directed to an information page on various databases. Below are some examples of specialized databases.

▼PubMed (medical)



▼Westlaw Next (law)

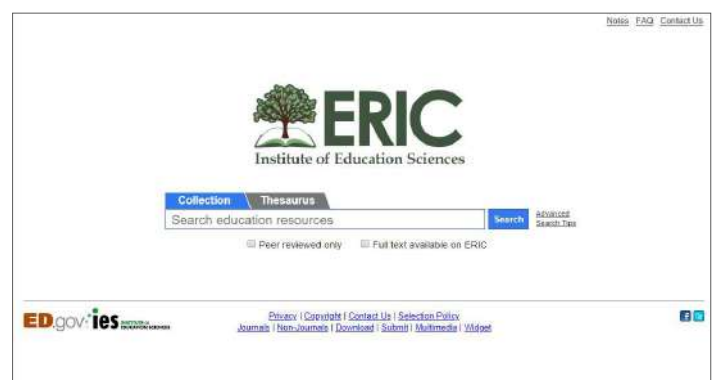


* Enter from “Portal for Kagoshima University” on the databases list page. It enables you to utilize the function of “KU Full Text Navigation.”

▼MathSciNet (mathematics)



▼ERIC (education)





Finding information

5.5. KU Full Text Navigation

An efficient way to access full-text articles



Some databases will display one of the KU Full Text Navigation icons as shown below.



Click/tap on the icon. KU Full Text Navigation (link resolver) will provide information on how to obtain the item at Kagoshima University. Using KU Full Text Navigation is an efficient way to help you access the full text of an article.

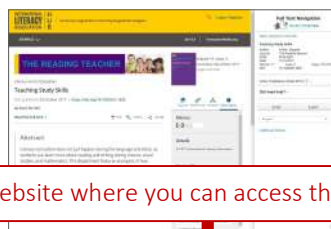
Search results page in each database



Click/tap on the KU Full Text Navigation icon

1. Checking availability of online resources

If the full text can be obtained online



Website where you can access the full text

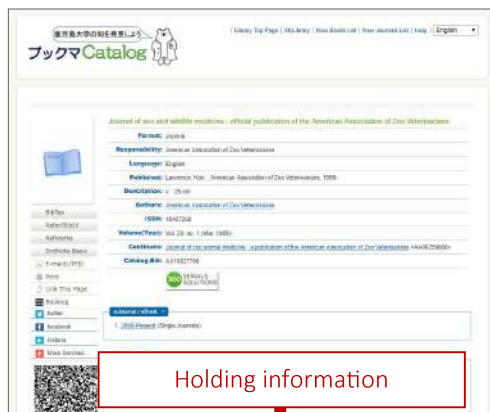
Access full-text

If you cannot obtain the full text online



2. Checking availability of printed resources in Kagoshima University's holdings

If the item is in the university's holdings



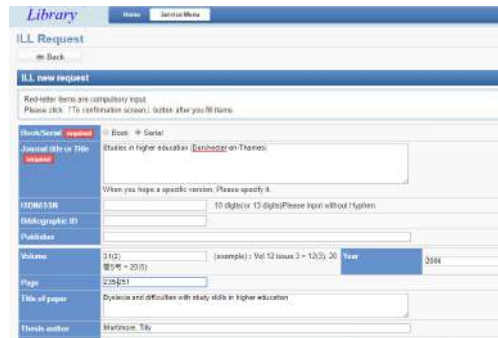
Holding information

Access full-text

If the item is not in the university's holdings, go back to the KU Full Text Navigation page.

3. Placing an interlibrary loan (ILL) request

Order form on the My Library



Access full-text



Finding information

6. E-journals and E-books



There are many articles and books that can be read online.

E-journals and e-books are journals and books that can be read as full texts online. Kagoshima University has subscriptions to 5,500 e-journals and 8,000 e-books (as of March 2018), which are available for all students to use. You can access them from a computer connected to the university intranet (→ p. 9).

Some e-books have a limit to the number that can be accessed simultaneously, and some have restrictions on the number of pages that can be downloaded. When reading e-books with restrictions on simultaneous access, **be sure to log out when you are finished.**

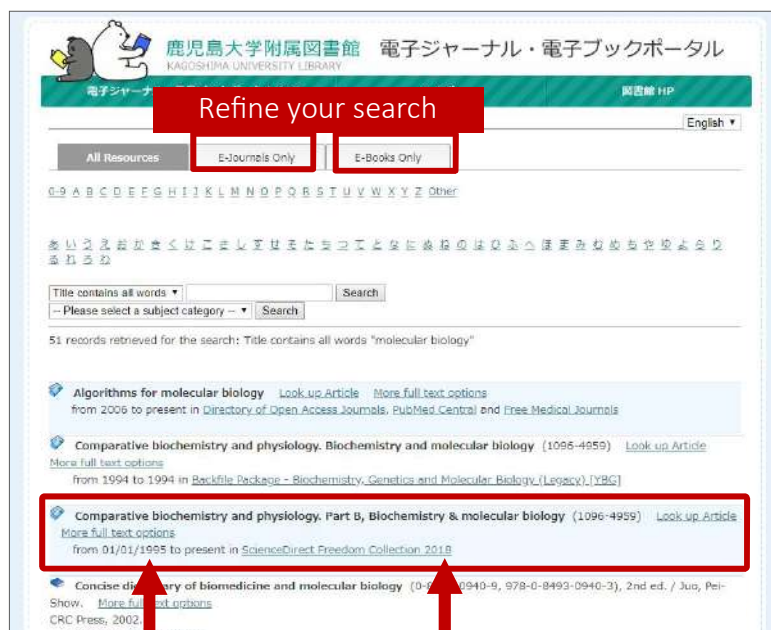
Go to the KU Library website and click “Electronic Journals/Books” listed on “Links”.



You can browse e-resources by title.

Or, enter the keywords or identifying number in the search box to find e-resources.

Search results



Check the available date range of the relevant journal. Note that this differs by journal.

Click the name of the provider to be directed to the site at which you can access the text.

Journal bibliographic information

Select the volume to view the article.

Full text

Book bibliographic information

Click to view/download the PDF.

Full text

Note: You can also search by other criteria in the E-Journals/Books Portal such as title, ISSN/ISBN, and subject.

For your reference: Through your studies and research at the university you will gather a large amount of literature. We recommend that you keep your bibliographic information and full-text PDFs organized on a regular basis, so you can look them up quickly when needed. One method is to use a **reference management tool** to create your own reference database. This allows you to easily register bibliographic information from databases and full-text PDFs in the database. It also makes it easy to create reference lists for reports and research papers. For details, see the quick guide on reference management tools available on the KU Library website.





Finding information

7. Searching for Newspaper Articles



Media formats and newspaper article databases

KU Library's newspaper reading section includes Japan's major newspapers.

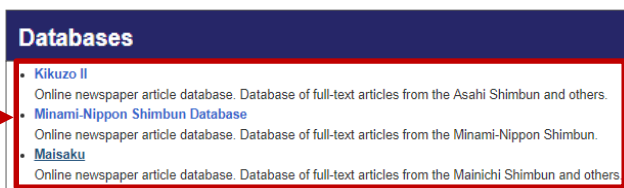
Newspapers are offered in a variety of media formats. Use the format that best suits your objective.

Online newspaper article databases enable you not only to search for articles, but also to view the full text. Kikuzo II (Asahi Shimbun and others), Minami-Nippon Shimbun Database, Maisaku (Mainichi Shimbun and others), and Westlaw Next (newspapers from other countries) are licensed to Kagoshima University and are available for all students to use. For details on how to use a database and the range of articles it holds, see the database's help page or the quick guide on the KU Library website.

Objective	Media format
Recent news	The newspaper company's website, printed newspapers, article database
Past news	Printed newspapers, reduced-size editions, microfilm, article database
Specialized news	Local newspapers, national newspapers, specialized papers, regular newspapers

The latest articles are sometimes available to the public for a period of time on a newspaper company's website, but you often have to pay to search or view past articles. When searching for newspaper articles, make effective use of Kagoshima University's licensed databases.

Go to the KU Library website and click "Databases".



Click the database you want and log in from among the list of databases.



Kikuzo II (database of full-text articles from the Asahi Shimbun and others)

Click on the title to view the article.

Full-text article

You can view certain photos and images of printed articles.

Search by keyword or publication date.

List

Kikuzo II, Minami-Nippon Shimbun Database, and Maisaku have restrictions on the number of simultaneous users, so **you must log in to use them and log out when finished**. If you close a browser without logging out, the next user will not be able to access the database for a while, so please remember to log out.





Minami-Nippon Shimbun Database (database of full-text articles from the Minami-Nippon Shimbun)

Click the IP認証ログイン (IP authentication login) tab and then click the ログイン (login)

Search by keyword or publication date.

List

Click on the title to view the article.

Full-text article

Download the full text in text format.

With some articles you can also view an image of the printed article. Click the thumbnail to view or download it in PDF format.



Maisaku (database of full-text articles from the Mainichi Shimbun and others)

Select Search Type

Search by keyword or publication date.

List

Click on the title to view the article.



Westlaw Next (database of full-text articles of newspapers from other countries)

Select "News" for type of content.

Search by keyword or other criteria.

List

Click on the title to view the article.

Full-text article

Click "News Index" to see available titles (about 4,000 papers).



Finding information

8. Using Encyclopedias and Dictionaries



Use these materials when you start researching a topic and to confirm concepts.

Encyclopedias and dictionaries are indispensable resources used in your studies for looking up terminology and subjects during the initial stages of researching a topic and for confirming concepts. They are also helpful in finding synonyms when using search keywords creatively (→ p. 29). When looking up definitions of words for your university assignments and readings, be sure to use not only standard encyclopedias and dictionaries, but also those specialized in various fields.

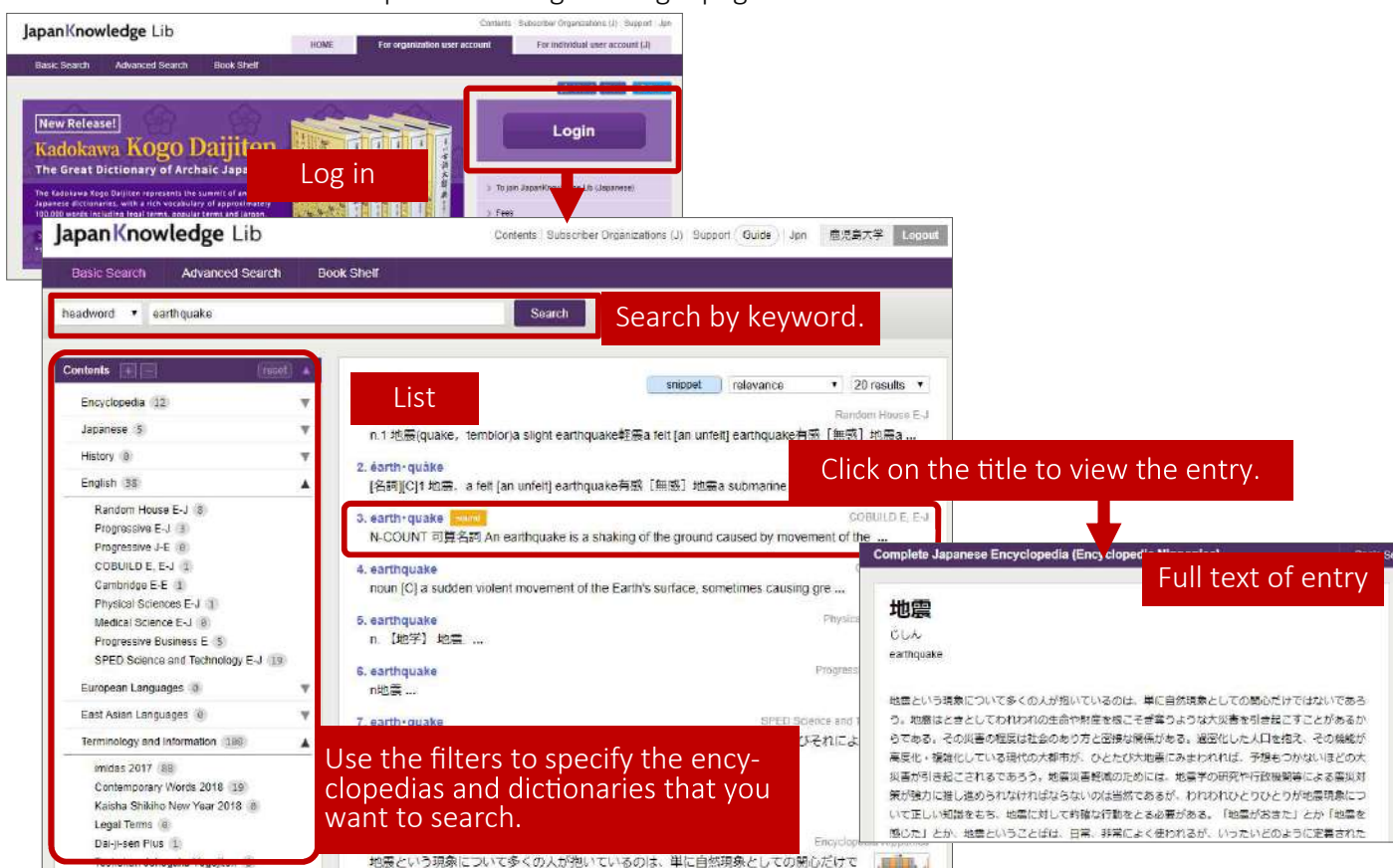
In addition to using the encyclopedias and dictionaries in the libraries' reference materials sections, you can also search multiple encyclopedias and dictionaries simultaneously with the Japan Knowledge Lib online database described below.

Go to the KU Library website and click "Databases".



Click "JapanKnowledge Lib" from among the list of databases.

You will be directed to the Japan Knowledge Lib login page:



Japan Knowledge Lib contents

Type	Examples of titles in the database	Type	Examples of titles in the database
Encyclopedia	Encyclopedia Nipponica, Encyclopedia of Japan	English dictionaries	Random House English-Japanese Dictionary, English-Japanese Dictionary of Physical Sciences
Japanese dictionaries	Unabridged Dictionary of the Japanese Language, Digital Dai-ji-sen Japanese Dictionary, Dictionary of Japanese Counting Words	Other	Imidas, Encyclopedia of Contemporary Words, Kaisha Shikiho, Digital Dictionary of Chemistry

Japan Knowledge Lib restricts the number of simultaneous users, so you must log into it to use it and log out of it when finished.





Tips for effective searching

9. Adjusting Search Criteria



Adjust your search criteria as many times as needed.

If you cannot seem to find what you are looking for—for example, if you conduct a keyword search on a database but get very few or no hits, get an overwhelmingly large number of hits, or it brings up unexpected search results—try the methods described below.

The symbols and rules for searching with logical operators and keywords differ by database. Be sure to check the user guide or help page of the database before using.



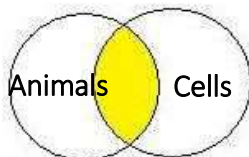
Use keywords creatively.

- Search with **synonyms** and **related terms**.
Example: “Japanese Industrial Standards” = “JIS”
- Search using terms that seem important in the search results.
- Search using wider terms (**hypernyms**) or narrower terms (**hyponyms**).
Weather Extreme weather



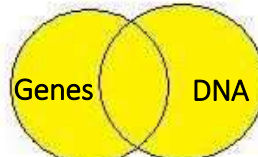
Use logical operators to combine two or more keywords.

Animals **AND** cells



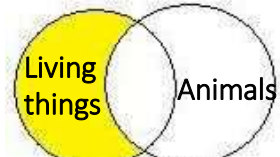
Only items that contain both keywords will be retrieved.
(**AND operation**)

Genes **OR** DNA



All items that have either the keyword “genes” or “DNA” will be retrieved.
(**OR operation**)

Living things **NOT** animals



Excludes “animals” from the search results for “living things.”
(**NOT operation**)



Make effective use of keywords.

Partial match search

Example: Keyword: educa*

The search will return hits such as
“education,”
“educational,”
“educator,” etc.

Search for variations on a keyword by using a truncation symbol such as “*” or “?” with part of the keyword.

Exact match search

Example: Keyword: /Environment/

Search using the keyword and a predetermined symbol such as “/,” “#,” or “@,” and it will only return items containing words that match the keyword exactly.



Using information efficiently

10. Useful Support Services



My Library and purchase requests

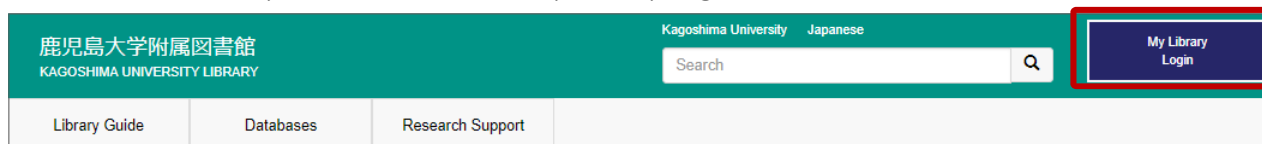
My Library is a convenient tool that enables you to easily perform library procedures and apply for various library services online. You can also use it as your personal web portal.

If Kagoshima University does not have the item you need for your studies, you can use the tool to submit a purchase request.



My Library

Go to the KU Library website and click “My Library Login” in the header.



Click on the “Login to “My Library” in English”. You will be directed to the My Library login page. Click “Authentication Login” and enter your Kagoshima University ID and password under Kagoshima University Single Sign-On.



▼ My Library page



Main Services

■ Main Page Calendar and notifications.

■ Loan Status

Check information about the items you are borrowing and the return date. You can also renew items.

■ Reserve Status

Check the status of and information about the items you have reserved. You can also cancel reservations.

■ Borrowing History

View the items you have previously borrowed.

■ ILL Request

If you want to request an item from another institution, you can submit an interlibrary loan (ILL) request on this site (fee required).

▪ If you want to order a photocopy, select “Photocopy Request.”

▪ If you want to request the physical item, select “Loan Request.”

■ Change Account Information

Change your contact information and specify whether you would like to receive email notifications to remind you that the return date of an item you have checked out is approaching.

■ Facility Reservation

Reserve a group study room and so on.



Purchase Request

If Kagoshima University does not have the item you need for your studies, you can submit a purchase request. Please speak with the library staff.



Evaluating information

11. Analyzing and Evaluating Information



How to obtain credible information

When searching for literature, there are many types of information sources you can use (see page 8), but you will need to evaluate the information you have gathered and determine whether it is credible. Make sure to verify that the source clearly states the origin(s) of its information. Online information in particular varies greatly in quality. One way to determine whether it is credible is by looking at the domain name.

Another way to determine the credibility of a source is to look up various evaluation indicators that quantify how it has been evaluated.





Main domain names

Credibility	Domain name	Organization running site
Highly credible sites	. go.jp	Japanese government ministries and agencies, and research institutes under
	.lg.jp	Local public organizations
	. ed.jp	Nursery schools, kindergartens, elementary, junior high schools, high schools, etc.
	. ac.jp	Incorporated schools and academic institutions such as universities and col-
	. or.jp	Foundations, associations, and public international organizations such as the
Sites for which you need to verify the information	. co.jp	Companies registered in Japan
	. ne.jp	Network service providers in Japan
	. com	Businesses and for-profit organizations
	. org	Non-profit and non-governmental organizations

For your reference: An example of a “go.jp” website is e-Stat, Portal Site of Official Statistics of Japan (<https://www.e-stat.go.jp/>)—a one-stop website where you can search for and obtain information on Japanese government statistics. An example of a “co.jp” website is Google Scholar (<https://scholar.google.co.jp/>), a search engine specialized in academic resources.



Evaluation indicators

Articles 	<p>One of the best ways to assess the impact of an article is to look at how often it has been cited. Generally, if an article has been cited a large number of times, it means it is very influential. Scopus (p. 22) provides citation information for articles.</p> <p>However, since it takes time for an article to be cited, recently “altmetrics” have been provided as supplemental information. Altmetrics quantify the level of attention an article has gained based on data such as the number of readers in reference management tools and the number of mentions on social media. Sometimes it appears in search results on Manabuta Search and on e-journal publishers’ websites. Scopus also provides PlumX Metrics.</p>
Journals 	<p>You can use Journal Citation Reports (https://jcr.incites.thomsonreuters.com/). On this site you can check indicators such as impact factor, a metric that measures the influence of an academic journal based on citation data.</p>



Providing information

12. Writing Reports and Research Papers



How to write a paper in 10 steps

This page describes the standard procedures for writing a report or research paper in 10 steps. Refer to these steps when working on a paper.

The library is a particularly valuable resource for conducting preliminary research and searching for and gathering literature. It has many books on how to write reports and research papers that describe the structure of reports and research papers, as well as the writing skills needed to communicate clearly and concisely, so we recommend checking out a few of these.

Note: When working on a paper, you don't have to follow the steps in the order presented below. Feel free to go back a step when necessary.



Step 1. Choose a topic.

Narrow down your topic in accordance with your interests and research question.



Point

Write down and illustrate your questions and arguments in regard to the topic.



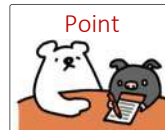
Step 2. Do preliminary research.

Find keywords and background information on the topic.



Make use of the library:

Use resources such as encyclopedias, dictionaries, online information, and introductory books.



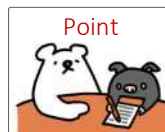
Point

Make notes of basic concepts and terms.



Step 3. Write a preliminary outline.

Create a preliminary outline that organizes the subtopics you will cover in your paper.



Point

Make a rough list of the main ideas in the order in which you plan to write them.



Step 4. Search for relevant literature.

Find information sources and make source cards.



Make use of the library:

Use resources such as Manabuta Search, Bookuma Catalog, journal and newspaper article databases, and e-journals and e-books.



Step 5. Gather sources.

Gather information from sources such as books and articles as well as interviews, questionnaires, observations, and experiments.



Make use of the library:

Check out or make photocopies of materials, place an ILL request, etc.



Step 6. Read and organize sources.

Tips for reading comprehension



- What is the objective of the publication and what subject does it deal with?
- Are the cited data and literature relevant?
- Does the material separate fact and opinion?
- What is the conclusion/argument?
- Are the objective, discussion and analysis, and results/argument consistent? ?
- What theories are used?
- What points does the author focus his or her interest on?
- Does the material present any logical or legal problems?

Tips on making note cards



- Write one piece of information per card and give each one a heading.
- Write down quotes exactly, including punctuation marks as they appear in the source.
 - Write the source's number you created in Step 4 and the page that is the source of the quote.
 - Write a summary of the quote in your own words.
 - Write down your own ideas about it.



Step 7. Write a final outline.

Rewrite your outline so you can present your argument.



Step 8. Write the paper and proofread it.

Write your paper using your note cards, in accordance with your final outline.

Point



- Write clearly and concisely.
- Use the same terms to express the same concepts.
- Use technical terms distinctively.



Step 9. Show your sources.

Create footnotes or endnotes and a reference list.

Point



Clearly citing sources is an important convention in academic writing.

- Place direct quotes in quotation marks and indicate the source in a footnote or endnote.
- When you are paraphrasing someone else's words or ideas or describing some facts, indicate the source in a footnote/endnote.
- Create a reference list (see p. 34).

Note: Using reference management tools such as "EndNote basic" is an easy way to create a reference list.



Step 10. Finishing touches

Make sure your paper is in the correct format and submit it by the deadline.

1. Title page, 2. Table of contents, 3. Main body (introduction, body, conclusion), 4. Endnotes, 5. Reference list

The information in books and on websites is copyrighted. Observe the rules for citing and referencing—such as requirements for citing, how to indicate your sources, and how to write a reference list—and make sure that you do not plagiarize.

For the format of reports, refer to a book on how to write reports or follow the guidelines of your academic advisor.





Obtaining and providing information

13. How to Read and Write References



The format used depends on the type of source being referenced.

References are the sources listed at the end of each chapter or at the end of an article or an academic book to which the author referred to in his or her work. They are sometimes called “works cited.”

When searching for literature on a certain topic, you can gather sources focused on the topic by looking at the references listed in a single publication. Reference lists are valuable sources of information.

You will need to provide a reference list when writing a report or research paper, so make sure you are familiar with the basic format.

Bibliographic information that must be included in a reference list:

1. Information on the author (e.g. the author's or editor's name)
2. Information on the title (e.g. the title of the book, journal, or article)
3. Publication and physical characteristics (e.g. edition, publisher, publication year, volume/issue, pages, DOI)
4. Other information (e.g. medium designator, retrieval method, retrieval date)

The format and order in which the above information is written differs by style guide.

Examples of style guides include NLM (MEDLINE), ACS, IEEE, APA, and MLA.

The examples below follow the SIST 02 style guide.* If you are instructed by your academic advisor to use a specific style when writing a report or research paper, be sure to do so.

* One of the Standards for Information of Science and Technology (SIST) of the Japan Science and Technology Agency (JST). For details, visit <http://jipsti.jst.go.jp/sist/>

For your reference: A template to create a reference list according to SIST 02 style is available here → <http://inyo.nichigai.co.jp/>



Books

(**Black bold font** indicates required information and **blue font** indicates optional information.)

Frenkel, D.; Smit, B. **Understanding Molecular Simulation: From Algorithms to Applications.** 2nd ed., Academic Press, 2002, 664p.

Author's name. **Title of the book.** **Edition,** **Publication place,** **Publisher,** **Publication year,** **Total number of pages,** (**Title of the series,** **Number of the series,**) **ISBN.**



Journal articles

(**Black bold font** indicates required information and **blue font** indicates optional information.)

Lee, Jeffrey E.; Fusco, Marnie L.; Hessel, Ann J. et al. **Structure of the Ebola virus glycoprotein bound to an antibody from a human survivor.** **Nature.** 2008, vol. 454, no. 7201, p. 177-182.

Author's name. **Title of the article.** **Title of journal.** **Publication year,** **Volume number,** **Issue number,** **Inclusive page numbers.**



Online articles

(**Black bold font** indicates required information and **blue font** indicates optional information.)

International Organization for Standardization. **“How ISO develops standards”.** International Organization for Standardization. http://www.iso.org/iso/about/how_iso_develops_standards.htm, (accessed 2008-08-25).

Author's name. **“Title of the article or individual page”.** **Title of the website.** **Date of publication.** **URL,** **(Retrieval date)**



Improving information skills

14. Guidance Programs Offered



Improve your skills with a program that suits your needs.

In order to make studying more effective at the university and improve your research, it is essential to possess the skills to find high-quality academic information efficiently and provide it appropriately.

KU Library offers several guidance programs to help you improve these skills. Choose a program that is right for you in accordance with your grade level and field of study and raise the program level step by step. Some programs are offered in English.

Go to the KU Library website and click “Guidance Programs Offered / Contact us” listed on “Research Support.”



The page provides brief information on the different guidance programs offered.

Programs are available to meet a variety of needs—whether you want to improve your skills to search for sources needed in your studies and research, learn about tools and tips to help you write reports and research papers, or be taught one-on-one.



鹿児島大学附属図書館ガイダンスプログラム一覧

プログラム番号 プログラム名	レベル	内容	開催時期	所要時間
AD-01-1 図書館オリエンテーション Library orientation tour	入門	図書館施設の利用に関する基本的な知識を身に付けることができます。入館後、館内の資料や設備の利用について理解できるようになります。英語での開催にも対応します。	随時 (申込制)	15分程度
AD-02-1 初年次セミナー	初級	大学での学習に必要な学術情報の探し方に関する基礎的な知識およびスキルを身に付けることができます。さまざまな種類の学術情報があることを理解し、目的に適した各種検索ツールを適切に活用できるようになります。本学論文の基本的な探し方を学んで、これからの大学での学習に向けたよいスタートを切りましょう！ ※学部・専攻・必要科目のうちの1コマです。申込み要。	前期	60分程度
AD-03-1 レポート作成初心者向けセミナー	初級	レポート作成に関する基礎的な知識およびスキルを身に付けることができます。レポート作成に関する基本的なルールを理解し、作成時に活かすことができるようになります。 レポートを書く前に、レポートの基本的な構成や、書き付けなければならないことをおさえておきましょう。	5-6月、 10-11月	30分程度
AD-04-1 プレゼンテーション初心者向けセミナー	初級	プレゼンテーションに関する基礎的な知識およびスキルを身に付けることができます。プレゼンテーションに関する基本的なルールを理解し、作成・発表時に活かすことができるようになります。	5-6月、 10-11月	30分程度
AD-05-1 (初年次セミナー - II)	(即席)	(論証型)レポートの作成に必要な論理的思考や科学的思考の仕方、参考文献の探し方や文献検索上の情報やマナーについて学ぶ。学部・専攻・必要科目のうちの1コマです。 ※図書館が提供するプログラムではありませんが、他のプログラムとの関係性から必要とされています。	(後期) (9/22)	30分程度
BD-06-1/BD-06-E 情報活用セミナー	中級	大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。必要に応じて個別指導も実施します。	5-6月、 10-11月	30分程度
BD-06-1 分野別情報活用セミナー (人文科学系)	中級	人文科学系における、大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。	5-6月、 10-11月	30分程度
BD-06-1 分野別情報活用セミナー (社会科学系)	中級	社会科学系における、大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。	5-6月、 10-11月	30分程度
BD-06-1 分野別情報活用セミナー (理工学系)	中級	理工学系における、大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。	5-6月、 10-11月	30分程度
BD-06-1 分野別情報活用セミナー (生命科学系)	中級	生命科学系における、大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。	5-6月、 10-11月	30分程度
BD-06-1 分野別情報活用セミナー (看護学系)	中級	看護学系における、大学での学習・研究に必要な学術情報の探し方に関する一歩進んだ知識およびスキルを身に付けることができます。	年1回	90分程度
BD-06-1 分野別情報活用セミナー (就労支援)	中級	就職活動に活用できる情報収集ツールをご案内します。	5-6月、 10-11月	30分程度

1

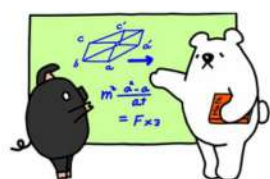
2018.4現在



For details, see the KU Library website or guidance program pamphlet.
And feel free to contact us if you need: joho@lib.kagoshima-u.ac.jp

The two critters providing helpful tips throughout this handbook are Bookuma (“book bear”) and Manabuta (“study pig”), Kagoshima University Library’s official mascots.

They are waiting for you at the library!



Manabuta

Bookuma

Students active as Library Supporters



“Library Supporters” is a student-led organization launched in the 2015 academic year. It engages in a variety of activities to help everyone who uses the library, such as putting on “bibliobattle” and “mystery book bag events,” and assisting at open campus events.

If you would like to join, please contact the staff at the Central Library front counter.



Kagoshima University Library

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Twitter: @KUL_kagoshima Facebook: KagoshimaUnivLib01

