Tracking Down Citations

In order to track down a citation, whether from a list of library database results or a bibliography you found on the web or in a journal, it’s good to know the identifying features of different types of publication, as well as where they can be found.

Journals - Probably the most prevalent types of citation
Representative Example:  

Identifying Features: Author(s), followed by Journal Title (or Abbreviation), then Volume Number (sometimes issue number) Year, and finally page number.

Found: The first place to look for journals is the UTMOST catalog, searching by TITLE. However, you need to use the full title, not the abbreviation. If you don’t know the full title, you can sometimes find it if you:
- Do a KEYWORD search in UTMOST based on the abbreviation t:micromech** AND t:microeng** and MATERIAL TYPE = PERIODICAL/SER
- Search the OhioLINK Central catalog for the abbreviation
- Or use the book Periodical Title Abbreviations located in Carlson at the Ready Reference table.

UTMOST lists titles that we subscribe to either in print or as electronic journals. If we do not subscribe to a journal, you can use the Interlibrary Loan web form to order a photocopy from another library… it can take up to two weeks to arrive, but it is a free service.

Books and Book Chapters
Representative Example:  

Identifying Features: Author, “Chapter Title” in: Editors, Book title, Publisher, Place of Publication, Year, Page.

Found: To find a book, you first should identify the book title (usually it comes right before the publisher’s name) and then you can do a TITLE search in UTMOST. If there are multiple entries, you should narrow it down by the book author or editor’s name, the edition, or the year. If you do not find your book in UTMOST, click on Search OhioLINK and it will look for the book at any college or university in Ohio. As long as there is a copy available to be checked out, they can send it to you in 3-5 days, just click on REQUEST THIS ITEM and follow the instructions.

Conference Papers and Proceedings
Representative Example:  

Identifying Features: Varied. Look for the words: Proceedings, Congress, Meeting, Symposium, etc. Also, look for acronyms with dates attached (like ECCM’99), or names of cities with dates attached.

Found: Proceedings and conference papers are often more difficult to locate, simply because they come out irregularly and libraries do not tend to subscribe to them like they do for journals. So a library may only have one year of a proceedings, not the whole set. The various ways that a conference paper might be cited means that it is often impossible to just look for them by TITLE. A more effective strategy is one of the following.
- Search by KEYWORD for words from the conference name and city (if known) along with the word ‘congresses’ Micro electro mechanical AND Heidelberg AND congresses
- If you don’t find it in UTMOST, search in OhioLINK Central Catalog
- If you still aren’t finding it, try dropping the city name, and look for a proceedings from the same series
- Click on the title of a similar proceedings, and you may be able to click on ‘Conference’ or ‘Author’ near the top of the record to look for others in the same series.
- Proceedings can usually be REQUESTED from OhioLINK just like books, above. Be sure to request the right volume of multivolume proceedings (or request them all if you aren’t sure which volume your paper is in.)

If you still cannot find your conference, it may not be owned by any OhioLINK library. Contact a reference librarian to help you order the paper through Interlibrary Loan. Also, some conferences never issue printed proceedings, and your citation may be to an oral presentation or poster session at a meeting. These will not be able to be found in any library.
Patents
Representative Example:


Found: Patents, especially those from the United States, Europe, and Japan, can be found on the web and viewed or downloaded for free. When you download electronic copies of patents, it is useful to have some supplementary software on your computer, especially a .TIFF viewer and software to compile the images.
- Japan: http://www.ipdl.inpit.go.jp/homepg_e.ipdl
- Alternatif (.TIFF viewer): http://www.alternatiff.com/
- Google Patents: http://www.google.com/patents

Standards
Representative Example:

Identifying Features: Standards Organization, Standard Number: Name, sometime printed source, Year.

Found: At UT, we only have the ASTM Standards, shelved in the McMaster Engineering Library at TA 401 .A653. Other standards may be available from the issuing agency, from http://global.ihs.com for a price, through OhioLINK, or interlibrary loan.

Dissertations and Theses
Representative Example:

Identifying Features: Author, Dissertation Title, University, Year. Often will say ‘Thesis’ or ‘Dissertation’.

Found: UT typically does not have dissertations other than the publications of our own graduate students, which are shelved by year and last name on the fifth floor. Dissertations from other Ohio universities can usually be requested from OhioLINK. Some OhioLINK (including UT) theses and dissertations are available in PDF form at http://www.ohiolink.edu/etd/etd-dept.cgi. To get a dissertation from a non-Ohio school, you will have to use the Interlibrary Loan form (for books) and we can usually obtain the dissertation from the original school for you to borrow for a limited time. Abstracts of dissertations and PDFs of recent UT dissertations can be found at http://wwwlib.umi.com/dissertations/.

Eng. Library Homepage: http://www.utoledo.edu/library/eng.html
Interlibrary Loan Form: http://tinyurl.com/UTilliad
E-mail Reference Desk: AskIt@utnet.utoledo.edu or E-mail John.Napp@utoledo.edu
Phone the Reference Desk: 419-530-2325 or call Professor Napp at 419-530-3948