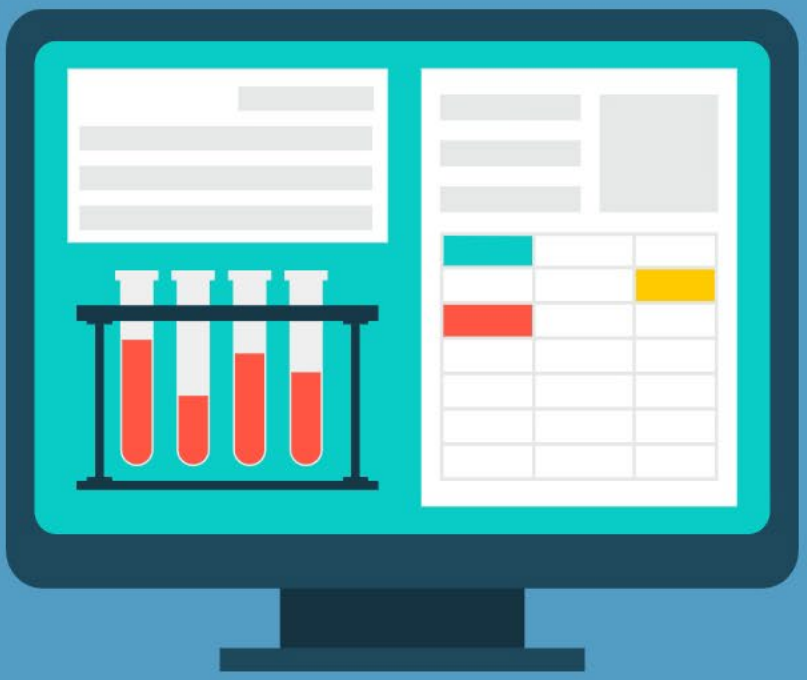


HOW TO USE LIBRARY E-RESOURCES EFFECTIVELY

DGIST Library

Table of Contents

01 Resources Discovery 04

Library Website 04

Web of Science 07

Scopus 11

ScienceDirect 16

Google Scholar 17

02 Browse Journals 21

JCR 21

03 Managing References 25

EndNote 25

Mendeley 34

04 Finding Collaborators 38

DGIST Scholar 40

STAR Library 43

Appendix 45

2022 Library e-Resources 45

Library Website

library.dgist.ac.kr

Library's Google-like search engine that provides fast, relevancy-ranked results through a single search box.

DGIST Library

DGIST Library provides access to a vast range of electronic resources(e-resources) to support your studies, research, and teaching.

- Student Portal(MyDGIST)> Service Link> **Library**
- https://library.dgist.ac.kr

e-Resources Use Policy

Use of the e-resources is subject to copyright law, and the license agreements that DGIST Library signs with the e-resource providers - please make sure you read the e-resources use policy here(Library Website> Online Resources> Electronic Resource Use Policy).

Access to e-Resources

In general, e-Resources are available to all users on site at DGIST, with off-site access limited to DGIST members only.

Off-Campus Access to e-Resources

- **Access via the Library Website:** Run a search using the main search box on the Library homepage. You will be prompted to log in using your DGIST ID before accessing a licensed online resource.
- **Library Proxy Server:** The library proxy server provides off-campus or remote access to subscription resources.
  Prepend http://libproxy.dgist.ac.kr/_Lib_Proxy_Url/ to the resource URL.

Search & Find

Article Search is a search tool for finding journals, books, full-text articles, etc.

1. Enter the search terms into the 'E-RESOURCE' search box at the center of the Library website main page; you can select Advanced Search options from the results page.
2. Refine results by date, subject, academic journals, and other options.
3. View results, and link directly to full text or more details.

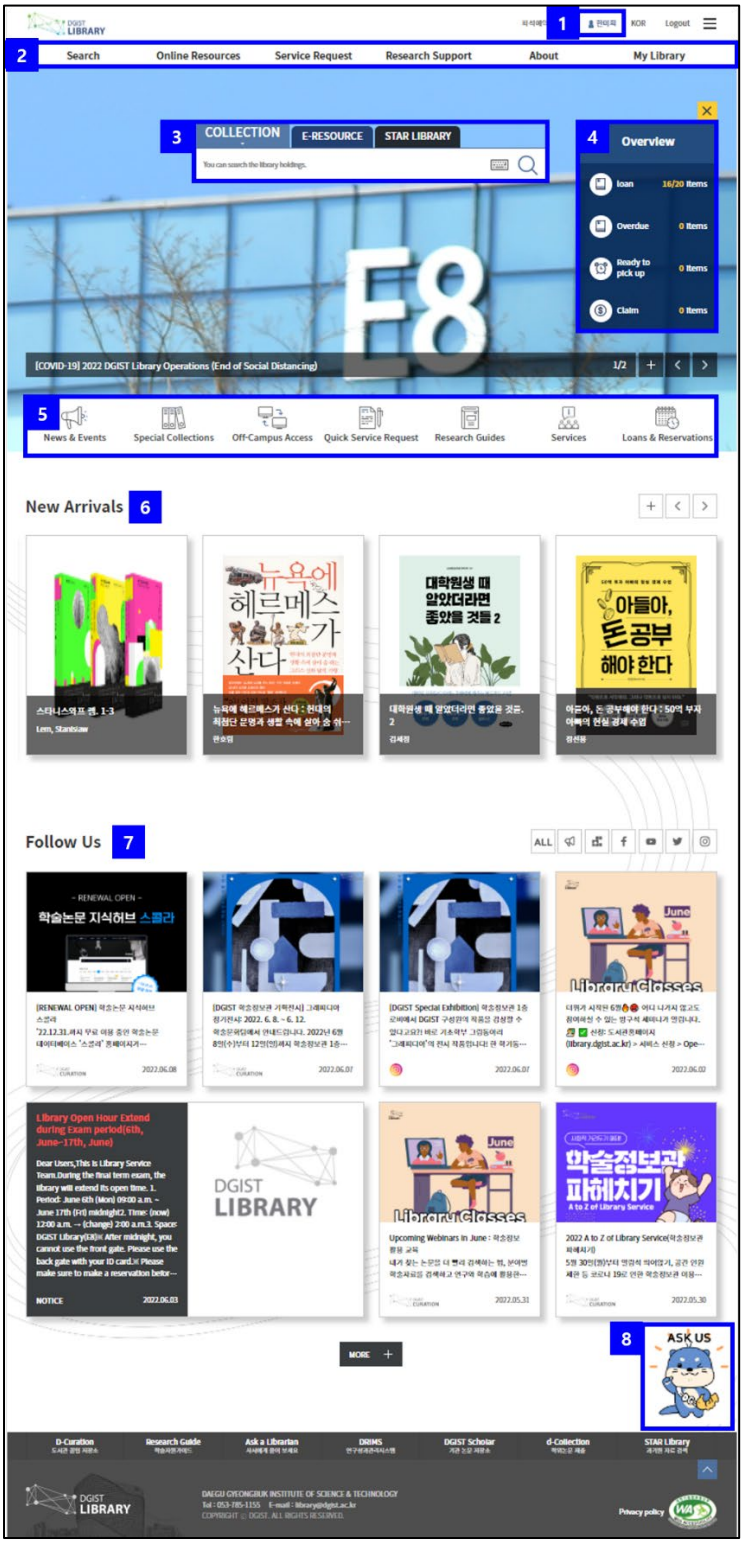
*** (tip)** You can request an article or book you need if it is not subscribed online by DGIST Library, and we will try to obtain it for you from another library.
Library Website > Service Request > Document Delivery Service

Browse by A to Z

DGIST library subscribes to various science and technology journals, but not all journals, so you should check whether you subscribe to them on the library website.

- Library Website > Online Resources > Databases / e-Journals / e-Books

● Library Web at a Glance



① Login

② Navigation

③ Search Box

- (**COLLECTION**) Search the library catalog
- (**E-RESOURCE**) e-Resources discovery search
- (**STAR LIBRARY**) Federated search DGIST-KAIST-GIST-UNIST library resources

④ Overview(Loans&Reservations)

⑤ Quick Services

⑥ New Arrivals

- Most **recently** acquired materials.

⑦ Follow Us

- Preview posts uploaded to library social media

⑧ LibChat

- Chat with the librarians. Chat service is available
  when librarians are on duty.

DGIST LIBRARY

Web of Science

Global citation database

The World's Most Trusted Citation Index

Covering the Leading Scholarly Literature

About

What is Web of Science?

Web of Science Core Collection provides cover-to-cover indexing back to 1900 across the world's highest-quality and most impactful publications. Web of Science provides access to bibliographic information, author abstracts, and cited references from scholarly journals and conference proceedings. A cited reference search enables you to find articles that cite a previously published work.

Accessing the Web of Science

(On-Campus: IP range) http://webofscience.com

(Off-Campus) Library Website > Online Resources > Databases or via proxy server: http://libproxy.dgist.ac.kr/_Lib_Proxy_Url/http://webofscience.com

WoS Core Collection

Web of Science Core Collection is our premier resource on the Web of Science platform and the world's original citation index for scientific and scholarly research. A curated collection, Web of Science Core Collection contains over 21,100 peer-reviewed, high-quality scholarly journals published worldwide (including Open Access journals) in over 250 sciences, social sciences, and arts & humanities disciplines. Conference proceedings and book data are also available.

SCIE(Science Citation Index Expanded)

Created as SCI in 1964, Science Citation Index Expanded™ now indexes over 9,500 of the world's most impactful journals across 178 scientific disciplines. More than 53 million records and 1.18 billion cited references date back from 1900 to present.

Search

Go to Web of Science. And you can see a search box in the middle of the page. To make use of the specific features of each resource you should go directly to that resource by clicking on the arrow and selecting it from the drop-down menu. In most cases, the Core Collection is the best option.

- **(Topic Search)** If you select the Topic, you can get more accurate results. A search by topic will search in the title, abstract, and keyword fields of Web of Science records.
- **(Author Search)** Enter author names in the format shown in the examples in the search boxes. Web of Science will attempt to auto-complete names based on its records. If you know the ResearcherID, enter this directly.
- **(Search Tools)** Operators such as AND, OR, NOT, NEAR, etc. can provide more accurate search results.

Search Results

Refine your results

Focus your search to find top Subject Categories, Publication years and more. Once you have a list of results, you can use the limits options available in the Refine Results

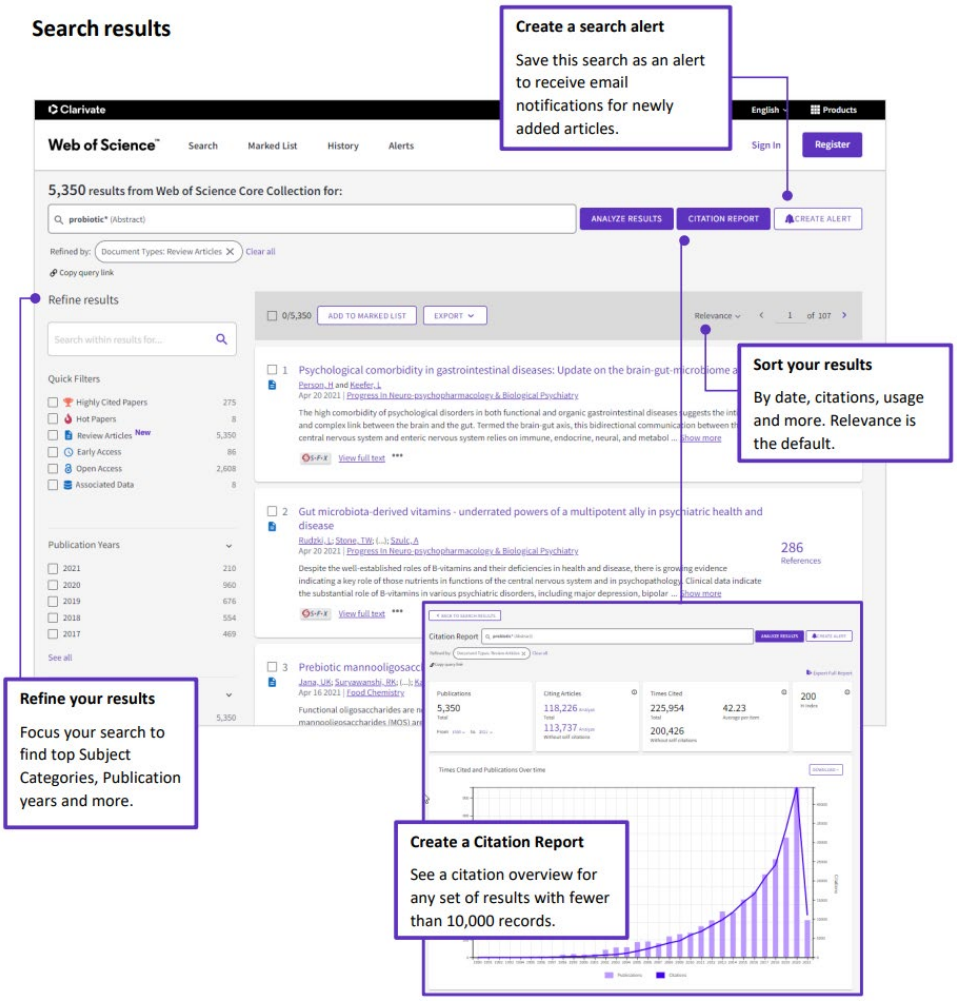
bar to the left of the screen to add additional terms to your search or to restrict your search by subject area, document type, publication date, language, etc.

Analyze Results

Use Analyze Results to group and rank records in a result set by extracting data values from a variety of fields. Find the most prevalent authors in a particular field of study or generate a list of institutions ranked by record count based on your search query.

Create a Citation Report

The Citation Report feature provides opportunities for advanced citation tracing by analyzing Citing Articles and Times Cited. To get a citation report, click on Citation Report on the right of the search box. If the number of articles exceeds 10,000, the Citation Report button will not be available.



© 2021 Clarivate. Clarivate and its logo, as well as all other trademarks used herein are trademarks of their respective owners and used under license.

Viewing a Full Record

Click on the title of an article to view the full record, including the cited references, abstract, DOI* and other information.

- If you set up the 'Create Citation Alert' service for your paper, you will be notified by email and RSS when someone cites your article as a reference and publishes it in the SCIE journal.
- Web of Science does not provide full text. However, by clicking 'Full-Text Options' on the screen, you can go to the publisher's homepage or PubMed to read the original text. If the library is not subscribing to the paper, you can go to Google Scholar and look for other original versions, such as Preprint.

*** (tip)** DOI (Digital Object Identifier) is a permanent, stable online link to a specific item. It is more stable than a URL, as URLs can change, for example, if an organization restructures its website.

For More Information

You can refer to FAQs, QnA, and educational materials by clicking the '?' button at the bottom right of the screen. Clarivate also provides a self-guided course for users.

- Training Resources https://clarivate.com/webofsciencegroup/support/wos/
- Video Tutorials https://videos.webofsciencegroup.com/

Scopus

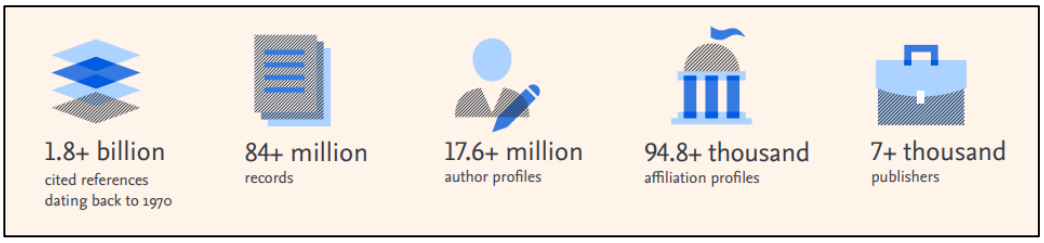
Expertly curated abstract & citation database

Discover the most reliable, relevant, up-to-date research.

● About

What is Scopus?

Scopus is a source-neutral abstract and citation database curated by independent subject matter experts who are recognized leaders in their fields. Scopus puts powerful discovery and analytics tools in the hands of researchers, librarians, research managers, and funders to promote ideas, people, and institutions. Scopus is not a database that provides full-text articles but provides links to access library subscription resources or Open Access materials.



© 2022, Elsevier. (https://www.elsevier.com/solutions/scopus)

*** (tip) What is a citation database?** A citation gives credit to a source and contains publication information such as author(s), title, and date. Most Scopus citations link to the full-text version of the publication hosted on various publishers' platforms.

Accessing the Scopus

(On-Campus: IP range) https://www.scopus.com
(Off-Campus) Library Website > Online Resources > Databases or via proxy server:
http://libproxy.dgist.ac.kr/_Lib_Proxy_Url/https//www.scopus.com

● Search & Analyze

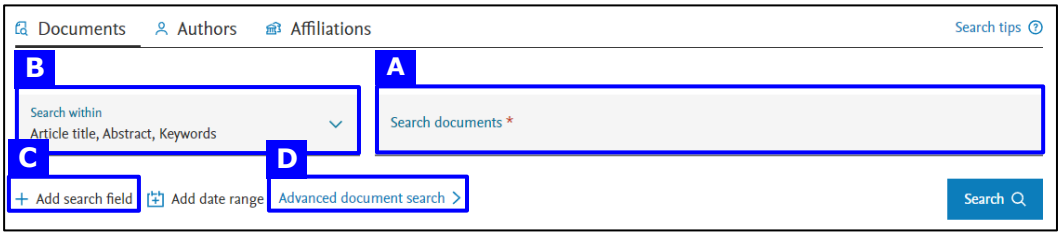
In Scopus, you can search by Documents, Authors, or Affiliations. When you first access Scopus, by default it is set to carry out a 'Document' search, which will retrieve records containing your search terms in the fields that you specify. You should use this option if you wish to retrieve records for publications on a particular topic, or that meet other search criteria.

You can also choose to search for 'Authors' or 'Affiliations'. These options are useful if you would like to see a breakdown of publications by a particular author or organization, and other data relating to their publications.

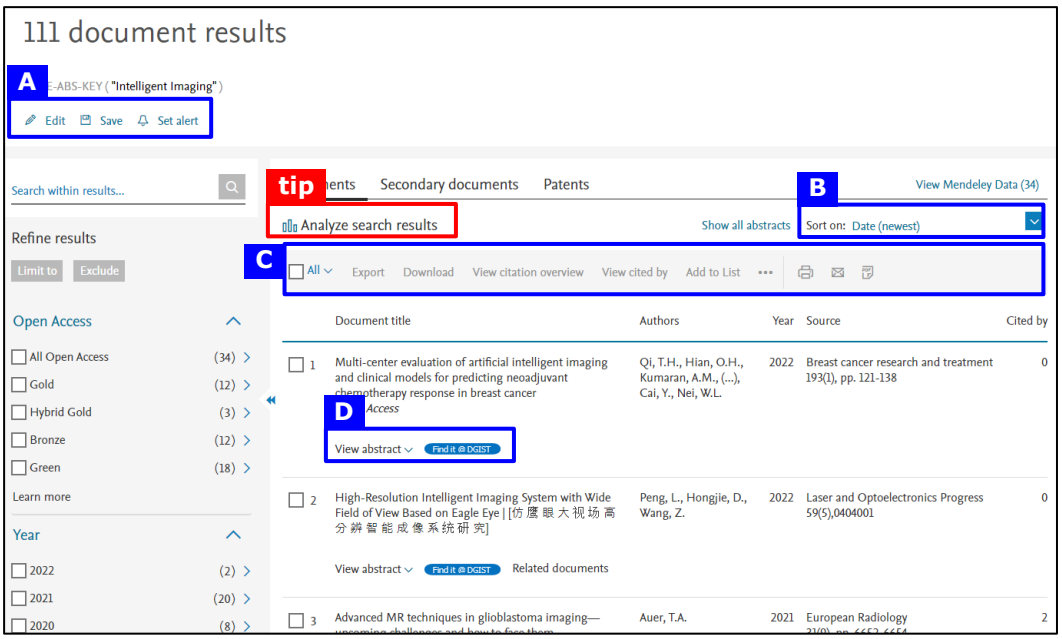
*** (tip)** Look for 'Search History' at the bottom of the screen. Your search history is shown bottom of the screen with the options to create RSS feeds and alerts, and save, edit or delete queries. Combine queries from your history by entering the listed search number with Boolean operators.

Documents Search

Documents include journal articles, book chapters, conference proceedings, articles in press, and data papers.



[A] Enter your search terms into the search documents box. [B] You can specify in which fields to search using the drop-down menu. [C] Use the '+Add search field' option to add additional fields. Each new search field is combined using the Boolean operators AND, OR, and NOT. [D] To see a complete list of advanced field codes, select Advanced document search.

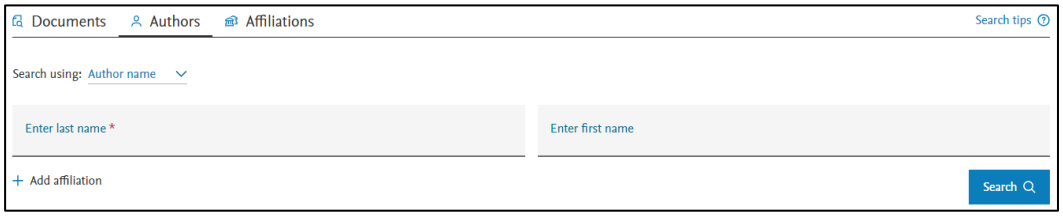


[A] On a search results page, the options 'Edit', 'Save', 'Set alert' and 'Set feed' are available for the query. [B] Sort results by date (default option), cited by, relevance, first author name or source title. [C] These options allow batch processing of all or selected results: export; download as PDF; view citation overview; view citing documents; save to temporary list; view references; bibliography; print; or send results as an email. [D] Click 'View abstract' to display the abstract. Find it @DGIST opens the full text on the publisher website, if authorized. Related documents displays referenced works.

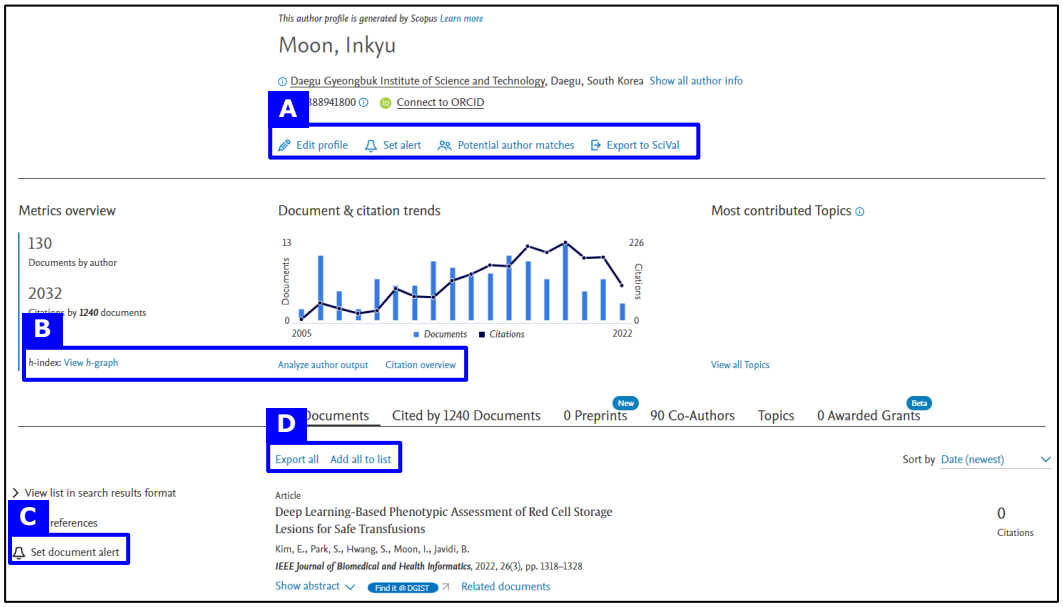
* **(tip) Analyze Search Results and View Citation Overview** Clicking Analyze search results on a search results page shows the number of documents in your search results broken down by year, source, author, affiliation, country, document type and subject area.

Author Search

When you search by authors, you can search by last and/or the first name. You also have the option to search by ORCID ID.

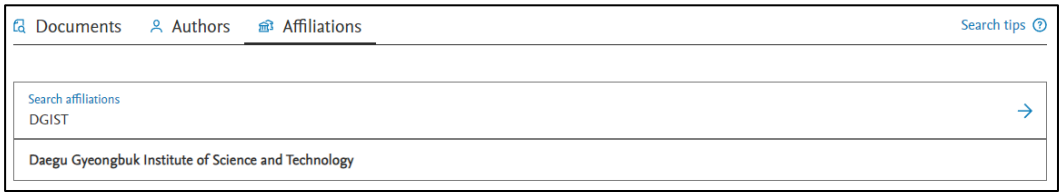


By searching the author's name or ID, you can check the author's profile, the number of papers, and research results such as Citations and h-index. Click a name in the result list to open the Author profile.



[A] Use 'Set alert' to receive alerts about new publications. Click 'Potential author matches' to view and group together authors with similar profiles. [B] Click 'View h-Graph' to display the h-index as a graph. Click 'Analyze author output' to visualize their output as graphs. 'Citation overview' analyzes citations of their articles by publication year. [C] You can create an email alert to be notified when Scopus publishes new documents by an author. [D] Click 'Export all' to export an author's document information to a selected file type or reference management tool such as EndNote, Mendeley, etc.

Affiliations Search



When you search by affiliation, just type the affiliation's name. The search will begin to auto-populate. 'Affiliations Search' is mainly used with interest by research

performance managers and executives. Still, researchers can also use it to understand the current status of institutions when studying abroad or thinking about career paths.

- **Browsing for Sources**

Use the 'Sources' page to browse the list of all journals, book series, trade publications and conference proceedings available on Scopus. You can search by title, subject area, publisher or ISSN.

- **For More Information**

Click the '?' button in the upper right corner of the Scopus website for FAQs, QnA, and training.

- Support Center https://service.elsevier.com/app/overview/scopus/
- Webinars https://blog.scopus.com/webinars
- LibGuides https://elsevier.libguides.com/Scopus

ScienceDirect

Search for peer-reviewed journal articles and book chapters (including open access content)

About ScienceDirect

ScienceDirect has electronic resources published by Elsevier, one of the world's leading STM publishers. It includes about 2,700 subscribed journals and purchased e-books by the library. ScienceDirect provides the full text of the paper in PDF or HTML format, unlike Scopus, which provides only citation index information and links to the full-text articles.

Access to ScienceDirect

(On-Campus: IP range) https://www.sciencedirect.com/

(Off-Campus) Library Website > Online Resources > Databases > 'ScienceDirect'

or via proxy server: http://libproxy.dgist.ac.kr/_Lib_Proxy_Url/https://www.sciencedirect.com/

* **(tip)** The user experiences continued access for up to 48 hours after leaving the institution's IP address range(s) as long as: The user works from the same device and browser and cookies are enabled.

Useful Services

- **My Recommendations**

On the home page, click on your name and then ''My recommendations''. The Recommendations service finds research on ScienceDirect that is directly related to the content you've recently viewed on the platform while signed in. These suggestions are then emailed to you on a weekly basis, or you can view a list of recommended articles on ScienceDirect.

Often, these recommendations are for research you may not have previously considered, opening the door to new paths of inquiry and collaboration.

- **Browse Topics**

In addition to searching and browsing, you can also discover foundational content with ScienceDirect Topics, a popular feature for researchers and students looking to broaden their understanding of scholarly and technical terms. To access a topic page:

- From a ScienceDirect article, chapter, or topic page, select the hyperlinked term to open the relevant topic page.
- Find your topic on the Topics index Page: https://www.sciencedirect.com/topics/index

Google Scholar

Stand on the shoulders of giants.

Search all scholarly literature from one convenient place

● About

What is Google Scholar?

Google Scholar is a search engine that provides links to full-text articles to which the University Library System subscribes or to articles made freely available by the publisher. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other websites.

However, Google is also less careful in what it includes in search results than in more curated subscription-based academic databases such as Scopus and Web of Science - results can consist of unscholarly documents and articles from predatory journals. So it is worth assessing the credibility of the linked resources through Google Scholar.

Access https://scholar.google.com/

● Pros & Cons

Pros of Google Scholar

- Fast and easy to use, so you may find it easier to get started
- Supports searching in any language
- Search vast array of information
- Searches a wide range of scholarly outputs

Cons of Google Scholar

- Coverage is incomplete and variable across disciplines
- Includes results you won't have access to
- Cannot do backward citation tracking
- Not everything in Google Scholar is scholarly – results can include unscholarly documents as well as articles from predatory journals

Library databases provide a more efficient and effective means to access information. Make good use of your library database to compensate for Google Scholar's weaknesses. Go to the library website(library.dgist.ac.kr) and enter your search term in the 'E-RESOURCE' search box on the main page.

● Connect to Library

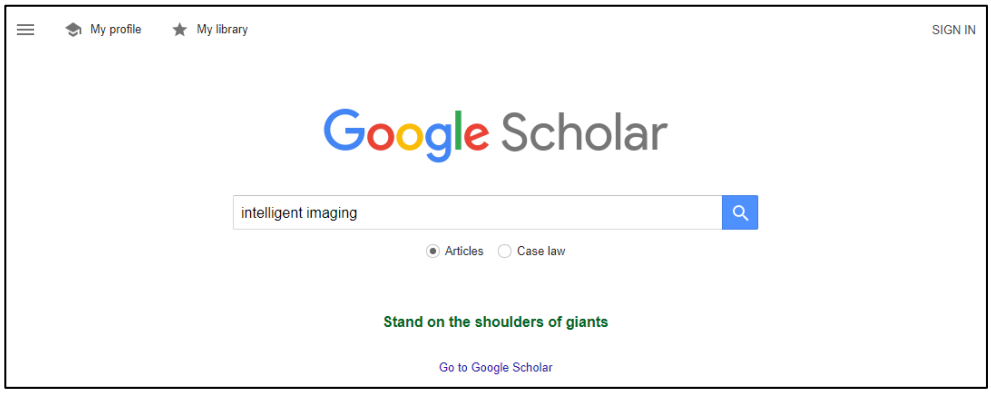
Adding library link

You can set up Google Scholar to display "Find it @ DGIST" links to your search results. The "Find it @ DGIST" links in Google Scholar allow you to access the full text of sources through the Library subscriptions or request sources through the Interlibrary Loan service.

1. Go to Settings at the top of the Google Scholar search screen, then select Library links.
2. Search for DGIST and select the "Daegu Gyeongbuk Inst Sci Tech – Find it @ DGIST" checkbox.
3. Make sure this box is checked and click Save.

● Search

Since searching in Google Scholar is as straightforward as searching in Google, it's best to jump right in and try it.

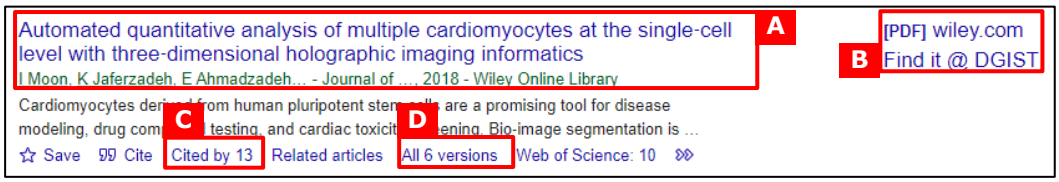


Advanced Search

You will have to navigate to the three horizontal lines on the left side of the screen to access Google Scholar's advanced search features. By clicking on the "advanced search" link, a box will pop up with many options that will allow you to refine your search. This advanced search will allow you to sort by specific phrases, authors, and date ranges.

Search Results

Let's have a look at the results.



[A] The first two lines of each result provide the document's title. The second line provides the bibliographic information about the document in order: the author(s), the journal or book it appears in, the year of publication, and the publisher. [B] Sometimes, there will be a PDF or HTML link to the right of a document's title on the search results page. Clicking on that link should take you to the full text of the paper. [C] Below the abstract, you can find some useful links. The first of these is the Cited by link will show other articles that have cited this resource. It is an excellent way to track the more recent research that has referenced this article, and other researchers who cited this document lend greater credibility to it. [D] The Versions link will display other versions of the article or other databases, some of which may offer free access to the article.

Search Tips

Although Google Scholar limits each search to a maximum of 1,000 results, it's still too much to explore, and you need an effective way of locating the relevant articles.

- Use only the important words rather than a full sentence or question. Too many words will limit your results.
- Use double quotation marks for exact phrases. Only use this if you're looking for a very precise word or phrase, because otherwise you could be excluding helpful results by mistake.
- Place a negative sign (-) in front of words you wish to be excluded from your search.
- Add the year to the search phrase to get articles published in a particular year.

Use the filters in the left sidebar. You can restrict the search results and sort by relevance or date.

● For More Information

- Google Scholar Help https://scholar.google.com/intl/en/scholar/help.html
- LibGuides https://libguides.dgist.ac.kr/google

DGIST LIBRARY

JCR (Journal Citation Reports)

The world's leading journals and publisher-neutral data

Support responsible research evaluation with JCR

● About JCR

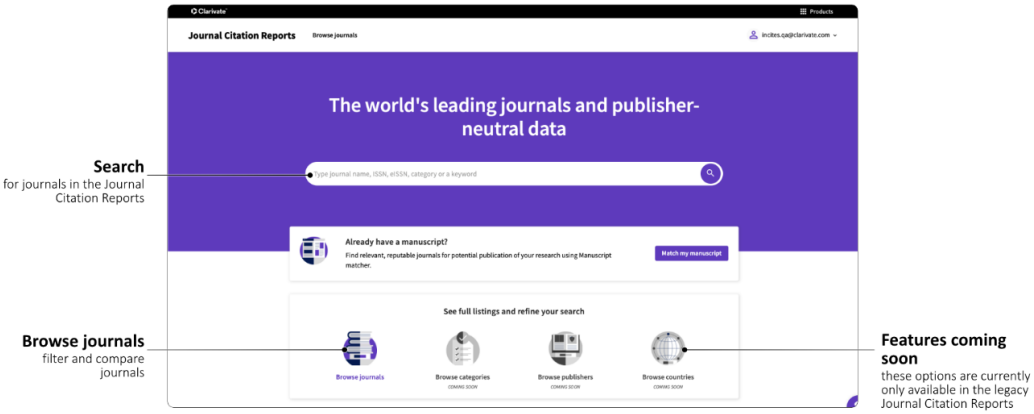
What is JCR?

Journal Citation Reports (JCR) offers a systematic, objective means to critically evaluate the world's leading journals with quantifiable, statistical information based on citation data. By compiling articles' cited references, JCR Web helps measure research influence and impact at the journal and category levels and shows the relationship between citing and cited journals. Statistics over the past 1-2 years are updated around June.

Accessing the JCR

(On-Campus: IP range) https://jcr.clarivate.com/

(Off-Campus) Library Website > Online Resources > Databases or via proxy server:
http://libproxy.dgist.ac.kr/__Lib__Proxy__Url/https://jcr.clarivate.com/



© Clarivate (https://jcr.help.clarivate.com)

● Journal Impact Factor

Journal Impact Factor (JIF)

The Journal Impact Factor (JIF) is defined as citations to the journal in the JCR year to items published in the previous two years, divided by the total number of scholarly items, also known as citable items, (these comprise articles and reviews) published in the journal in the previous two years. The JCR year is the last complete year within that year's JCR data set. For example, the JCR year for the 2021 release is 2020. The JIF is updated around June every year.

Journal Impact Factor is calculated using the following metrics:

$$\text{2020 JIF} = \frac{\text{Citations in 2020 to items published in 2018 (49,095) + 2019 (41,186)}}{\text{Number of citable items in 2018 (904) + 2019 (903)}} = \frac{90{,}281}{1{,}807} = 49.962$$

JIF number

A typical article or review from this journal has been cited about 8.5 times, one or two years after publication.

- **Browse & Search**

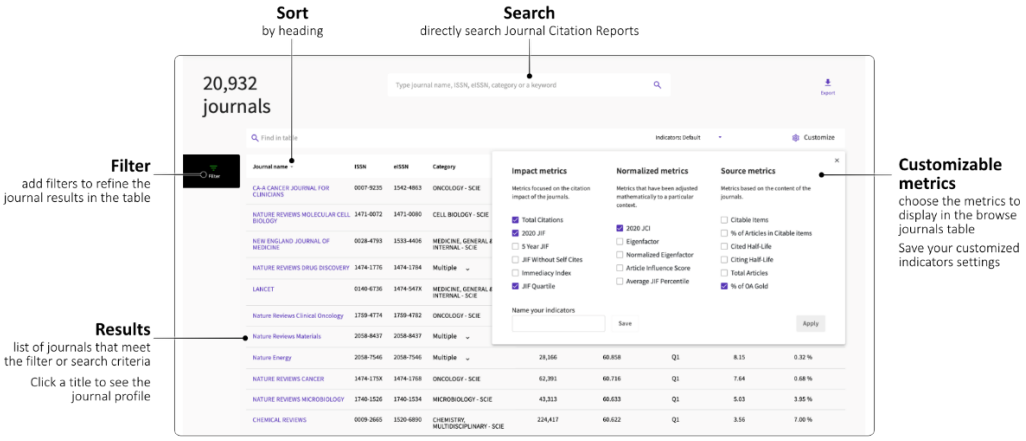
Browse Journals

The browse journals page by default lists the top 25 journals by 2020 Journal Impact Factor. To find a specific title and view its profile, use the full search bar for journal name, ISSN, eISSN, category or keyword.

The browse journal table has customizable indicators divided into four categories for ease of use:

- Impact Metrics - metrics focused on the citation impact of the journals
- Normalized Metrics - metrics that have been adjusted mathematically to allow wide comparisons
- Source Metrics - metrics based on the content of the journals and used as the basis for the Journal Citation Reports

The Browse Journals table can also be extensively filtered on several criteria using the dynamic filter option. Any applied filters are identified by the green dot next to the filter name. The top 400 items (as sorted) can be downloaded by clicking the Export option in a CSV format. For more extensive data or integration need, consider using the WoS Journals API which provides programmatic access to JCR data.



© Clarivate (https://jcr.help.clarivate.com)

Browse Categories

To help facilitate discovery, you can now browse categories by Groups. The numbers vary by subject area, so impact factors shouldn't be used to compare journals in different fields. For example, the journal with the highest impact factor in the category Applied Physics (2020) was 'NATURE MATERIALS' with an impact factor of 43.841; the journal with the highest impact factor in the category Aerospace Engineering (2020) was 'PROGRESS IN AEROSPACE SCIENCES' with an impact factor of 8.653.

('22 New) Browse Publishers

The new Browse Publishers feature allows you to search for or browse by publisher to see how many journals are covered in the most recent year.

For More Information

Click the '?' button in the lower right corner of the JCR website for FAQs, QnA, and training.

- Support Center https://clarivate.com/webofsciencegroup/support/support-jcr/
- Webinars https://bit.ly/3u6dpf0

DGIST LIBRARY

EndNote20

A Smarter Way to Research

Leave behind the tedious work of formatting bibliographies, finding full text, and searching for references.

About EndNote

What is EndNote?

EndNote is a reference manager that helps you save time formatting citations, so you can focus on your research.

EndNote is reference management software with features to –

- Keep all your references and reference-related materials in a searchable personal library.
- Synchronize your references between up to three of your personal computers, an online library, and your iPad or iPhone through EndNote Sync. (You must be the owner and user of all three computers.)
- Set up a library sharing team and effortlessly collaborate with up to 400 co-authors and colleagues.
- Cite your references in word processing documents to create formatted citations and bibliographies or independent reference lists.

Installation

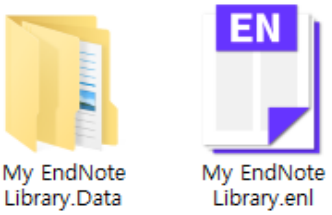
Downloading and installing EndNote Desktop

1. Go to the student portal(https://my.dgist.ac.kr)
2. Go to the student bulletin > Notice > Academic Notice
3. Search for 'endnote' in the search box and click on the post titled '[DGIST LIBRARY] EndNote 20 Install Guide'.
   - **(Windows)** Please read the notice and download the attached file. Make sure to unzip the file first and then run it. The 'License.dat' file and the 'EN20Inst.msi' file must be in the same folder to automatically authenticate the license.
   - **(Mac)** Download the file via the hyperlink in the notice.

Creating library(.enl)

Creating, saving and opening a new EndNote Desktop library

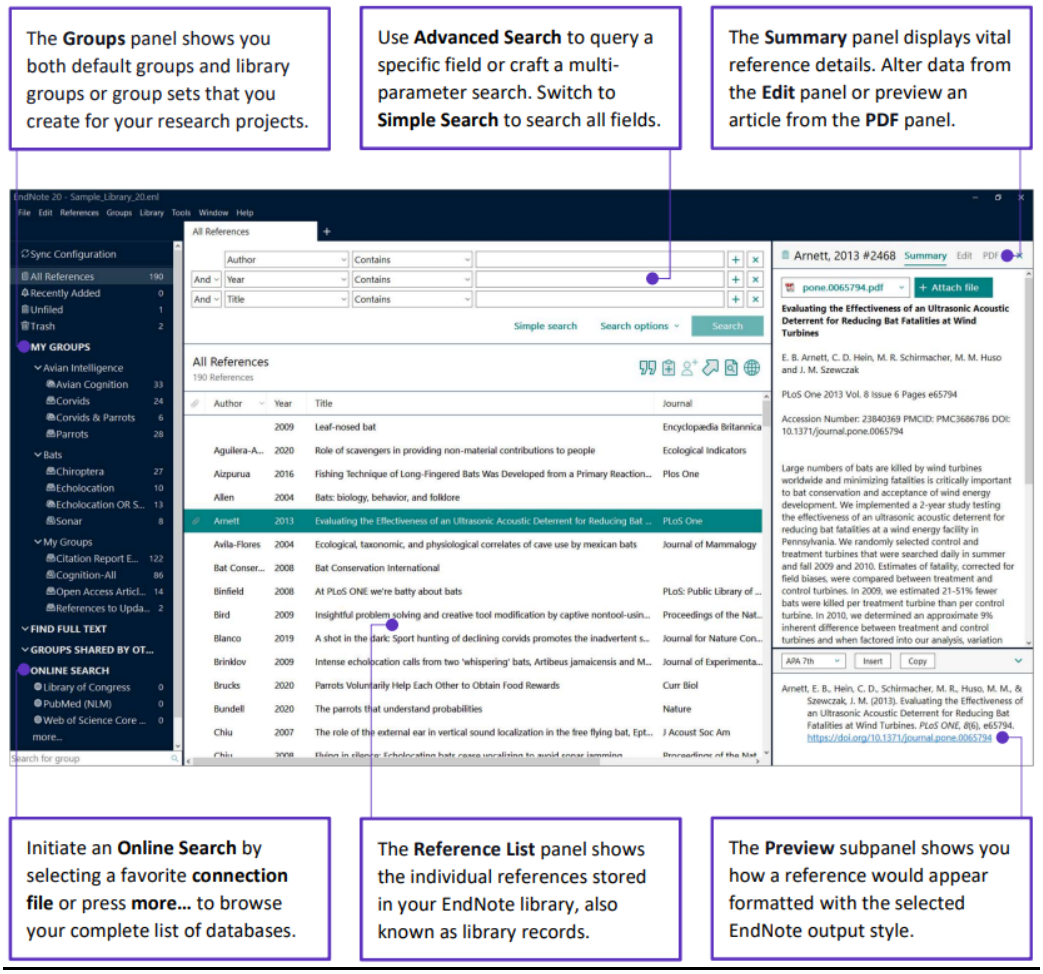
The first step of using EndNote is to create an EndNote Library. Open the EndNote Desktop program. And create a new EndNote Desktop library (File > New) and save it to your preferred location. This will create an .enl file and a .data folder -- both must kept together in the same location for your EndNote Library to work properly. If you move the .enl file to a different location, you MUST move the .data folder with it.



*** (tip)** You should only make ONE Library. You can save up to 100,000 references in an EndNote library so that it will be big enough. Don't make separate libraries for different assignments, etc., as this may lead to conflicts when you start using it with Word.

Library Overview

Layout



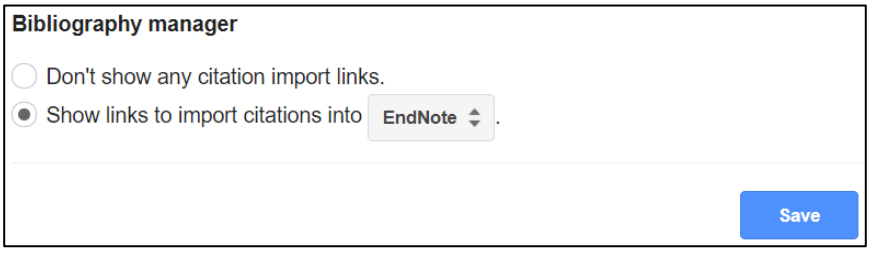
© 2022 Clarivate.

Adding References

Most databases have a direct export feature that automatically transfers your search results into your EndNote library. Every database is different but look for links or buttons within the database that says 'export', 'EndNote', 'send to', or 'RIS Format'. For some items, you will need to manually enter the information into your EndNote library.

Exporting from Google Scholar

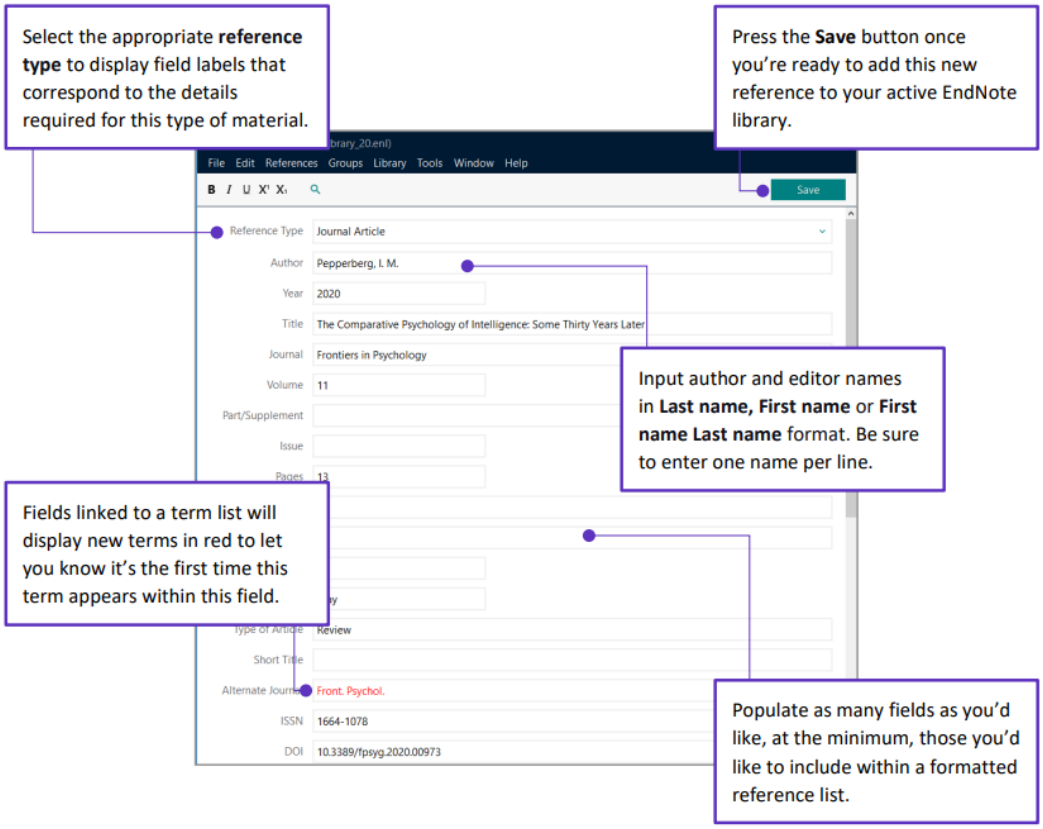
1. Go to https://scholar.google.com
2. Click on the 3 line menu at the top left and 'Settings'
3. Under Bibliography Manager, click next to 'Show links to import citations into' and select EndNote from the Dropdown box.
4. Click Save.



Adding References Manually

You'll often enjoy automatically capturing new references in your EndNote library without manually populating the information. You also have the option to manually create an entry in your library for any reference materials you can't capture.

Create a new entry manually by clicking References > New Reference (Ctrl+N) with your EndNote library open.



© 2022 Clarivate.

Importing PDF files

PDF documents can be imported into EndNote. If the reference is already in your library, the PDF will be attached to that reference. If not, a new reference will be created, and the PDF attached.

1. Open your EndNote library.
2. Go to 'File' and select 'Import'.
3. Choose 'File'.
4. Click the 'Choose...' button and navigate to, and select, the required file.
5. Set Import Option to 'PDF', and Duplicates to 'Import All'.
6. Click 'Import'.
7. The reference is placed in a temporary group called 'Imported References'.

* **(tip)** You can set your preferences in EndNote to enable the automatic importing of PDFs from a designated folder on your computer. When a PDF file is saved in the folder, it is automatically brought into EndNote to create a reference.

1. Go to Edit > Preference > PDF handling > PDF Auto Import Folder.
2. Select 'Enable automatic importing'.
3. Click 'Select Folder', navigate to, and then select the required folder.

• Organizing References

Making Groups to Organize Your References

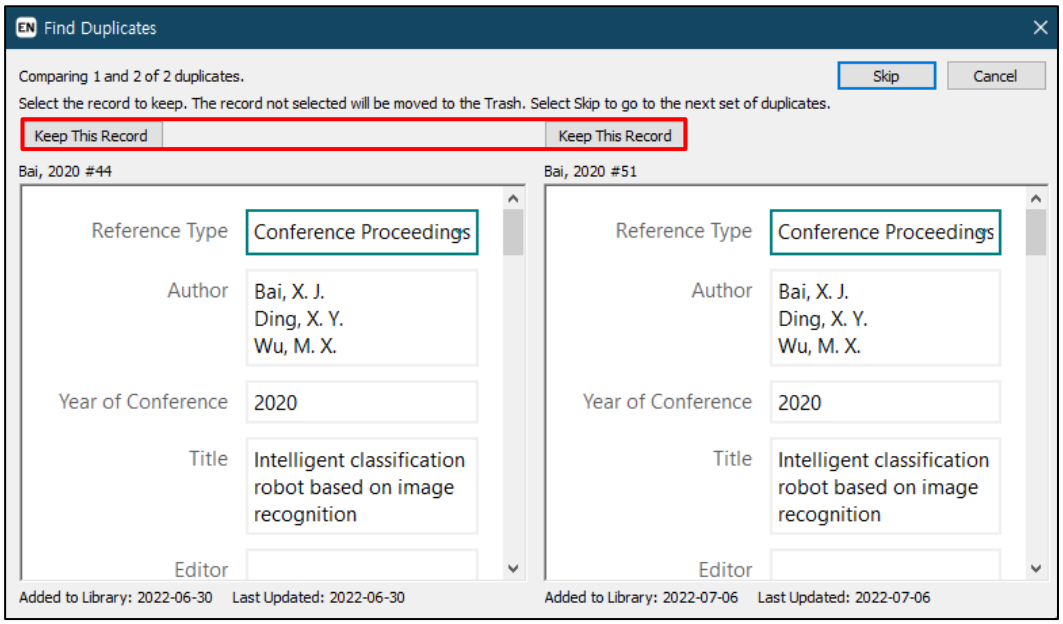
Create Groups in EndNote to organize your references without creating multiple libraries.

- **Create a Group**: On the EndNote toolbar, select Groups > Create Group and enter a Name for a group. Highlight references you want to add to the group (use the Ctrl or Shift key to select multiple references. Select Groups > Add References to > Group name or drag and drop references into the group.
- **Create Group Sets to organize your numerous groups**: Select Groups > Create Group Set. To add existing groups to the group set, just left click on a group and drag to the group set.
- **Create Smart Groups**: 'Smart groups' use search criteria to update groups as existing records are edited dynamically, or new records are added to the Library. Once a smart group is created, it works in the background, automatically adding new records that match the smart group's criteria.

• Managing References

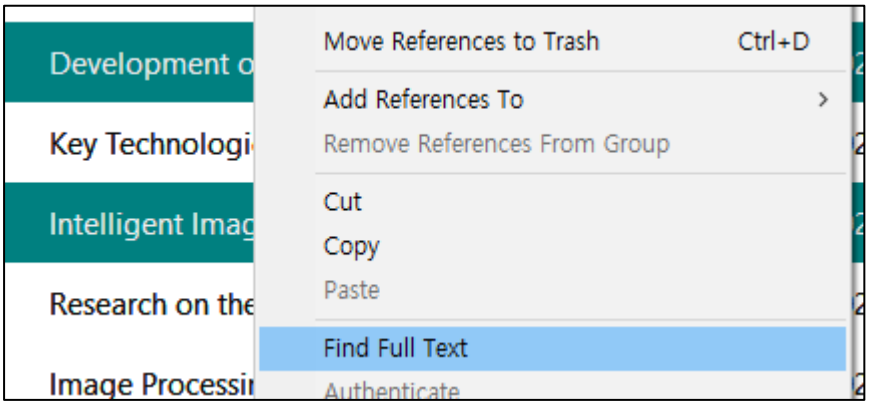
Find Duplicates

If you import references from more than one set of results, sometimes duplicate references will be in your library. To identify and delete duplicate records, select 'Library' on the toolbar, and click 'Find Duplicates'. Click Keep this Record for the version required. The other reference will be removed. Check via Preferences (Edit > Preferences > Duplicates) the criteria for deduplicating.



● Finding Full-text

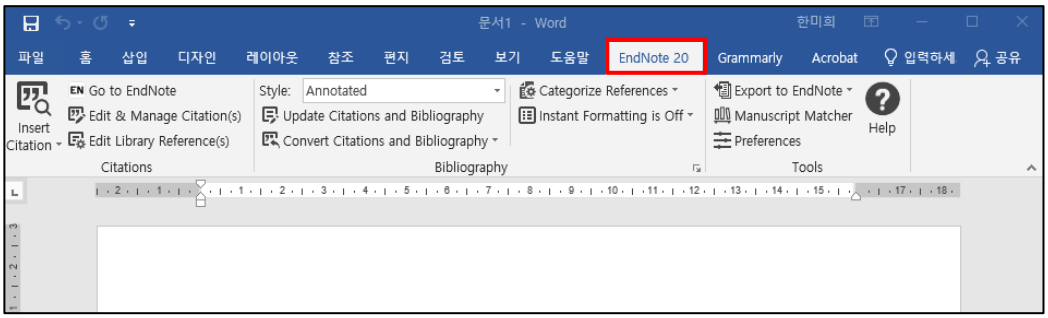
'Find Full Text' is a function that matches DOI information, Web of Science URL, and PubMed ID to the collected references to find and automatically attach available PDFs. Select the references in your library that you want to find the full text. Right-click and select 'Find Full Text'. Under the Library Electronic Resource Use Policy (Library website > Online resources), download less than 30 full texts per day from the same publisher.



● Cite While You Write (CWYW)

What is CWYW?

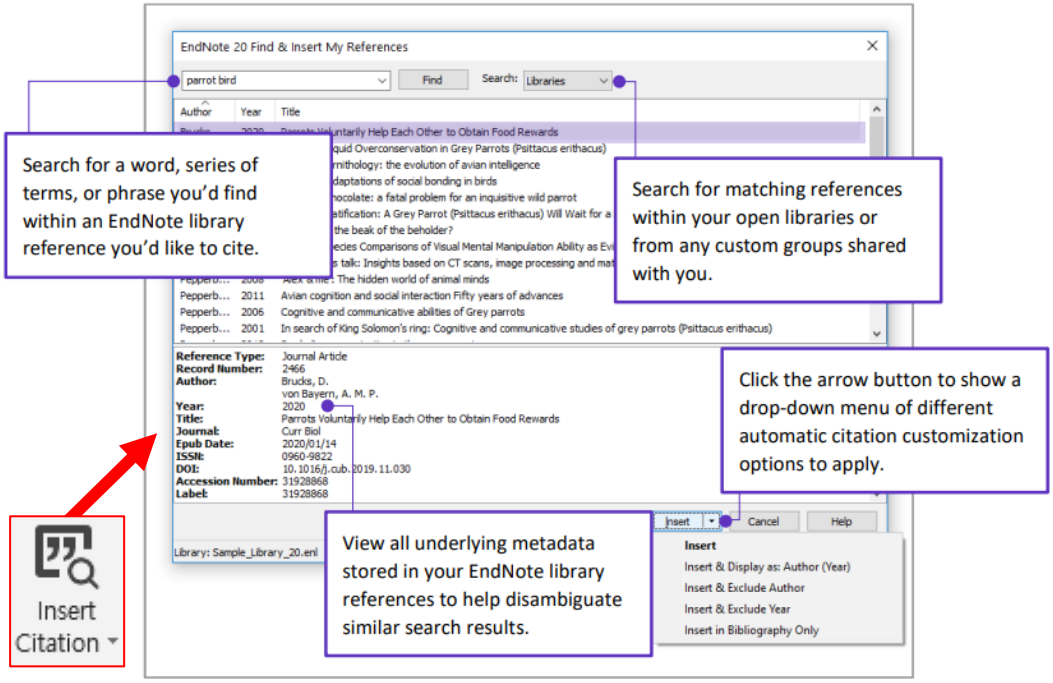
'Cite While Your Write(CWYW)' is a tool that inserts your EndNote references in a Microsoft Word document. In order to use CWYW, you must have Word installed first in your computer before you install EndNote. DGIST students can access Microsoft Office 365 (easyit.dgist.ac.kr > Software > Microsoft Office 365). After EndNote is installed, the EndNote tab will be displayed in Word.



Inserting Citation

Select the 'Output Style' of the journal you want to submit first in Word or EndNote. Position your cursor within your body of text where you'd like to add a citation and then press the 'Insert Citation' shortcut found on the EndNote 20 tab in Microsoft Word.

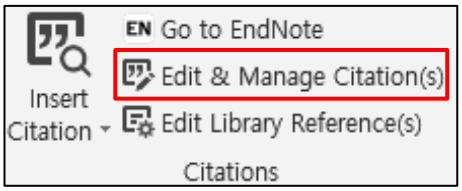
* **(Output Style)** It is a template that tells EndNote how to format the citations in a manuscript or bibliography. The most commonly used output styles are already included in the EndNote 20 download software. You can view these styles on Tools > Output Styles. In Word, go to EndNote20 tab > Style dropdown. Some styles in EndNote may require editing to display correctly in your document. If EndNote doesn't have the style you want, check out the website. (EndNote toolbar 'Help' > 'EndNote Output Styles')



© 2022 Clarivate.

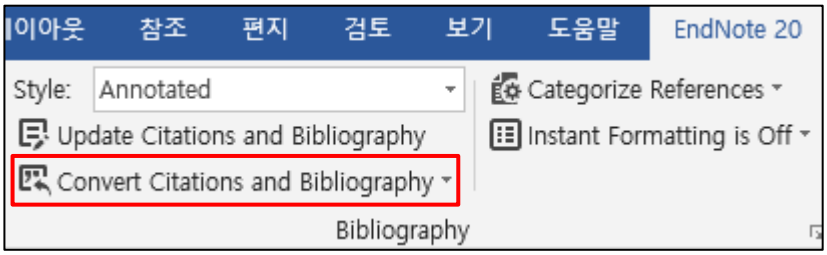
Deleting Citations

(Important) Once you have inserted a citation, you should not edit it directly. If you make any changes within the brackets of a citation, it will disappear when the bibliography reformats. Instead, you must use 'Edit & Manage Citation(s)' on the EndNote20 tab in Word.



Converting Citations to plain text

If you have completed writing your thesis, you must run the 'Convert to Plain Text' function before submitting it. Because the other person may not have the same version of EndNote, and thus the field codes may not work correctly. To convert your citations to plain text, click 'Convert Citations and Bibliography' and save the document. It is recommended to back up in advance because you may post your paper again later in another journal.



Syncing & Sharing

Library Syncing in EndNote 20

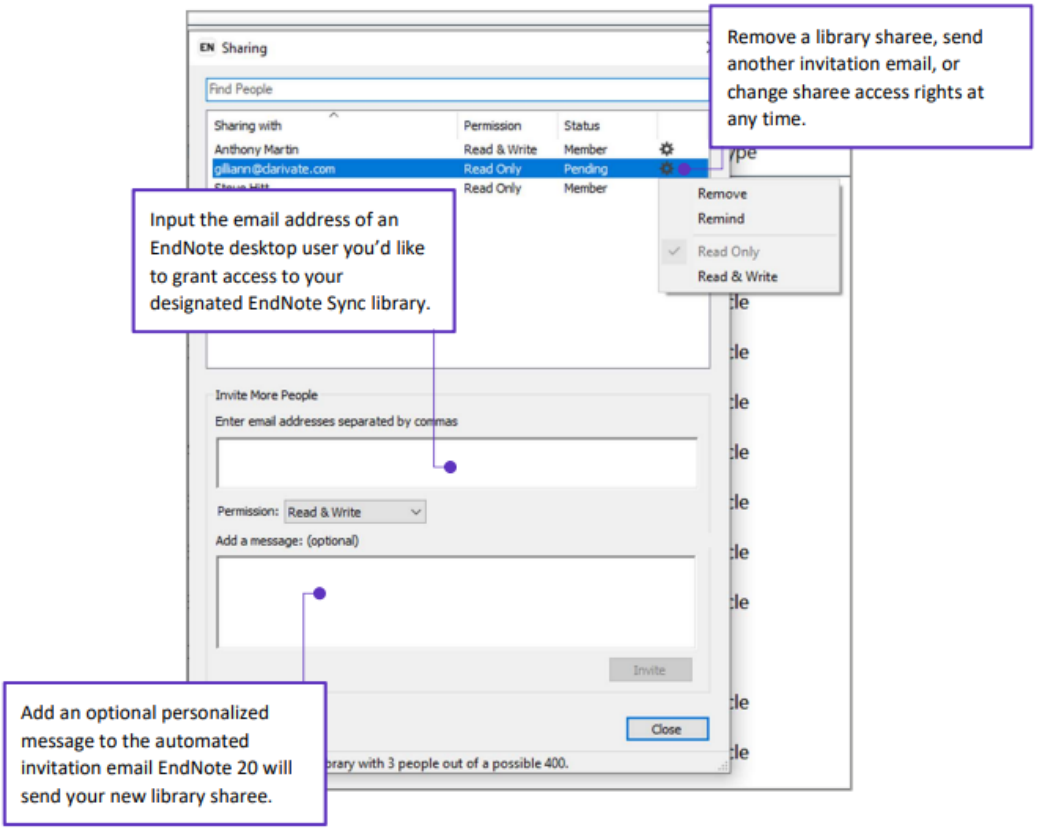
Try the 'sync' service if you want to use EndNote on multiple devices.

1. Start configuring library syncing by opening the EndNote library you'd like to designate as your EndNote Sync library and then click Library > Sync.
2. Click Sign Up to create a new EndNote account or sync with an existing account by inputting your login credentials.
3. Every 15 minutes, EndNote will check your library to look for changes to send or receive. Click Sync Status to confirm EndNote is synchronizing all reference information between your desktop library and your online account.
4. To sync on a second or third computer, create a fresh EndNote library by choosing File > New. Click Library > Sync to input your EndNote account credentials and perform your initial sync to copy down all existing library information.

Library Sharing in EndNote 20

Collaboration is essential to your research. The library sharing feature in EndNote 20 allows you to grant access to your designated Sync library by setting up a sharing team with up to 400 other EndNote desktop users. After configuring EndNote Sync, open your designated Sync library and click File > Share to configure your sharing team.

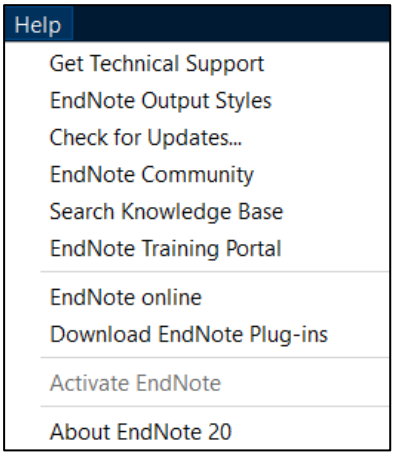
EndNote Sharing window



© 2022 Clarivate.

- **For More Information**

On the EndNote toolbar, select 'Help'. Technical support, output format, recent updates, community, knowledge base, and more.



(Search Knowledge Base)

You can search or browse frequently asked questions.

(EndNote Training Portal)

Many training options include video tutorials, self-guided learning, and webinars.

(EndNote Online)

EndNote Online has less functionality than the desktop product, but it's free and web-based, so you can access your records from anywhere.

DGIST LIBRARY

Mendeley

Your new reference manager

Mendeley brings your research to life,

so you can make an impact on tomorrow

About Mendeley

What is Mendeley?

Mendeley Reference Manager is a free web and desktop reference management application. It helps you simplify your reference management workflow so you can focus on achieving your goals.

With Mendeley Reference Manager you can:

- Store, organize and search all your references from just one library.
- Seamlessly insert references and bibliographies into your Microsoft® Word documents using 'Mendeley Cite'.
- Read, highlight and annotate PDFs, and keep all your thoughts across multiple documents in one place.
- Collaborate with others by sharing references and ideas.

Benefits

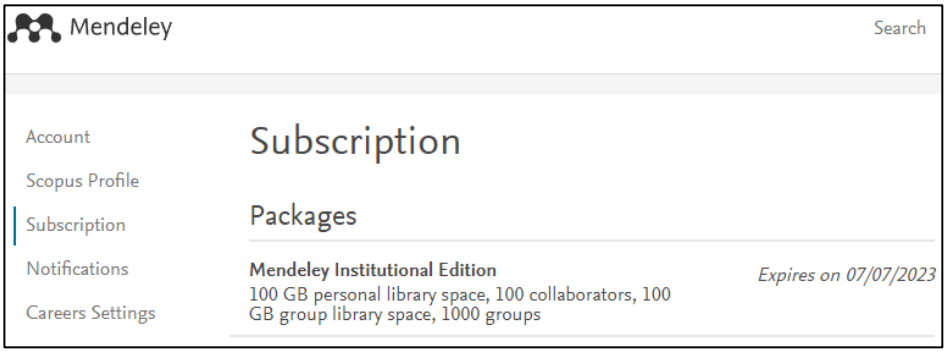
DGIST Library has subscribed the access to Mendeley Institutional Edition which offers you the following extra benefits in comparison with the free version:

- 100 GB personal storage instead of 2 GB with the 'free account'
- 100 GB shared storage instead of 100 MB with the 'free account'
- Unlimited private groups of up to 100 collaborators instead of 5 private groups of up to 25 collaborators

Accessing

Access to Mendeley Institutional Edition

1. Go to https://www.mendeley.com
2. Sign into your Mendeley account or create a Mendeley account using your DGIST email address (@dgist.ac.kr). You are automatically authenticated as a DGIST member when you log in on campus.
3. You should then receive an email that confirms your account has been upgraded.
4. Check at https://www.mendeley.com/settings/subscription that your account is Mendeley Institutional Edition (MIE)



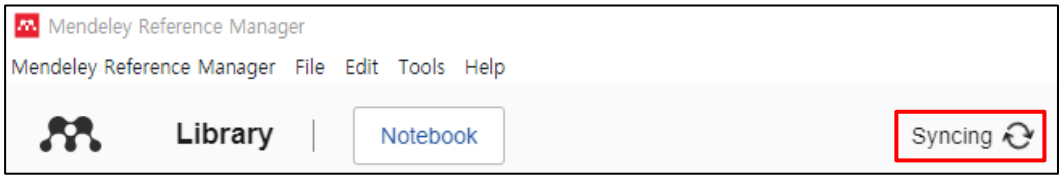
Desktop Application

Mendeley has both a web (browser-based) version and a desktop application. If you want to make the most of Mendeley, it's best to use both.

- Download: https://www.mendeley.com/reference-management

Syncing Your Accounts

Syncing your Mendeley web account with Mendeley Reference Manager will allow you to access your citation library in multiple locations. If you want the desktop application installed on more than one computer, syncing through the Mendeley Web account will keep the information up-to-date on all your machines. The sync button is located in the upper-righthand corner, next to your account name.



● Adding References

Web Importer (ToolBar)

If you use 'Mendeley Web Importer', you can save references directly from the website. Download the browser extension Mendeley Web Importer to your browser. The browser extension works with Chrome, and Firefox. When the extension is added, you see it in the upper bar of your browser.

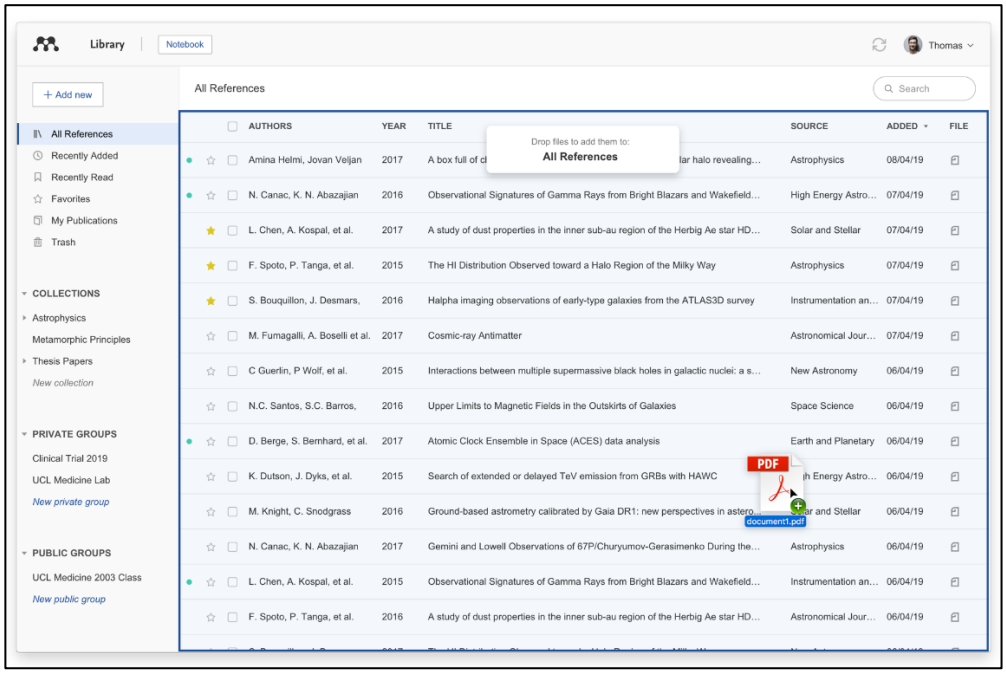
Importing References from most common databases

It is best compatible with Scopus and ScienceDirect, another database of Elsevier, a publisher that provides Mendeley. After selecting the desired paper from the search results, click 'Save to Mendeley' to add a reference to Mendeley.

*** (tip)** In Google Scholar, references can be imported using 'Web Importer' or in RIS format (RefMan) via the 'Cite(")' feature.

Saving PDF files

Just drag and drop PDFs into the Mendeley Reference Manager window. Mendeley will automatically extract the metadata from the PDF(s) and create a library entry.



Copyright © 2022 Mendeley Ltd. All rights reserved.

- **Reading & Annotating Documents**

Mendeley Reference Manager allows you to annotate and highlight PDFs that are uploaded into your Mendeley library. Don't forget to click the sync icon at the top right of the screen when you are done reading, highlighting, and annotating. It will save your changes to the cloud so you can see them on any of your devices.

- **Mendeley Cite**

Mendeley Cite add-in for Microsoft Word allows you to easily insert references from your Mendeley library into your Word document, change your citation style and generate a bibliography - all without leaving your document. It is similar to 'CWYW' in EndNote.

  - Download: https://www.mendeley.com/reference-management/mendeley-cite

- **Collaborate**

Groups allow you to share the full text of PDF documents you add to the group. This allows other group members to look at exactly the same documents as you - useful when working together on a project. To create a group, click on 'New Group' under 'Private Groups' in the left-hand pane.

- **For More Information**

Scroll down from mendeley.com to go to the support services and download pages.

  - Help Guides: https://www.mendeley.com/guides
  - Support Center: https://service.elsevier.com/app/home/supporthub/mendeley/

DGIST LIBRARY

Finding Collaborators

Making & Managing the Researcher Profiles

How to promote my research achievement effectively.

Informing Myself as a Researcher

What is a Researcher Profile?

Researcher profiles are kinds of social networks that display research results. It is used to identify individual researchers and collect research results on a single page to communicate with fellow researchers and promote the citing, recruitment, etc. Do you want to effectively publicize your research interests and achievements amid the flood of research literature? Start checking the record of your papers at researcher profiles in primary index DBs such as Web of Science, Scopus, and Google Scholar. In addition, it is good to sign up the popular services, such as ORCiD, ResearchGate, Linkedin, etc.

How to Search and Make Researcher Profiles

Web of Science and Scopus may have profiles created automatically based on publication information, so you should first browse your profile page. You can claim ownership after registering as a member if you already have a profile. For other sites, you can enter information directly after registering as a member. Suppose you are a researcher in the field of chemistry or biology. In that case, publishers often ask for ORCiD input while publishing a journal article, so check if you already have an ID. It is convenient to link ORCiD, Web of Science, and Scopus profiles.

- Web of Science: https://www.webofscience.com/wos/author/search
- Scopus: https://www.scopus.com/search/form.uri?display=basic#author
- Google Scholar: https://scholar.google.co.kr/citations
- ORCiD: https://orcid.org
- ResearchGate: https://www.researchgate.net
- Linkedin: https://linkedin.com

Using DRIMS

Profiles in DGIST Research Performance Management System (DRIMS)

Any graduate student, researcher, or professor affiliated with DGIST can manage their research achievements in DRIMS (https://rims.dgist.ac.kr), a system built and provided by the library. Enter your researcher profile IDs in [Researcher Info. - Researcher ID]. You can easily access your profile pages anytime by clicking on the profile badge under your name on the first page of DRIMS.

DGIST Scholar

Searching & Promoting the Research of DGIST

Digital Repository of DGIST Research Information.

Getting Started with DGIST Scholar

Institutional Repository of DGIST

DGIST Scholar is a repository and academic database of research performance information such as dissertations, journal articles, proceeding papers, and patents since the founding of DGIST. SCIE, Scopus, KCI registered academic papers, DGIST master's and doctoral dissertations, papers presented at major conferences, and patent information have been collected and updated weekly. If you are considering going to graduate school, you can check the news and achievements of various labs of DGIST at once.

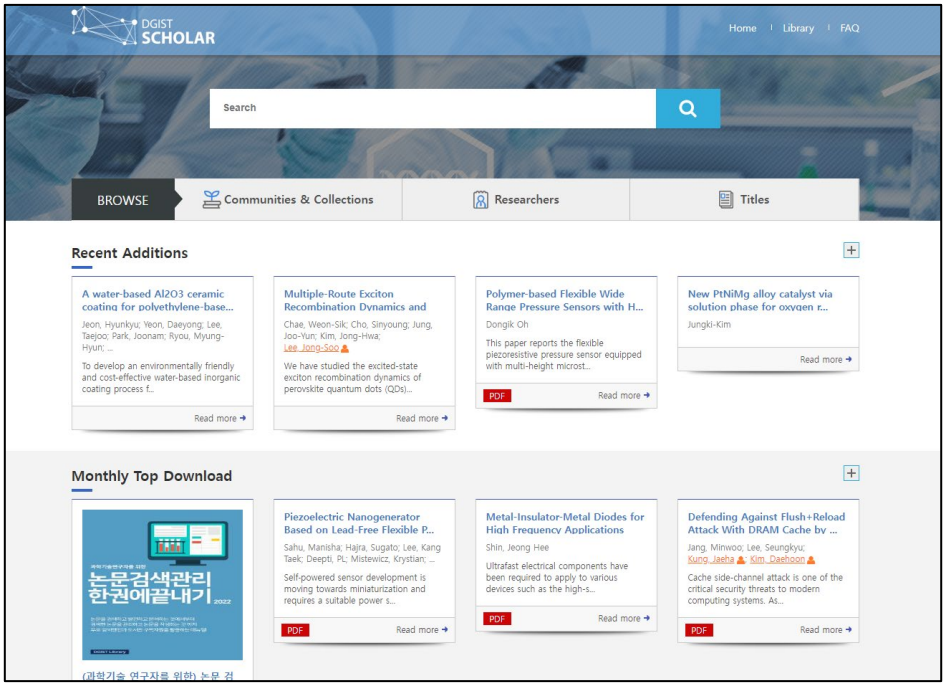
- **Access URL** https://scholar.dgist.ac.kr

DGIST Scholar & Open Access

Even if you don't publish your article in a fully Open Access journal, many publishers allow sharing the manuscript version before/after the peer review. So you can upload your pre/post-print to DGIST Scholar after checking the publisher's copyright policy. It can contribute to more publicity and dissemination of your research.

Main Functions and Usage

- **Recent Additions, Top download:** Search for the latest academic achievements and popular materials at DGIST
- **Communities & Collection:** Explore significant academic achievements by DGIST departments and laboratories
- **Researchers:** Browse information and performances of DGIST researchers
- Check detailed information on DGIST academic literature and citation indexes such as SCIE and Scopus
- Identification of documents and researchers matching the keywords, etc.



Open Access & Self-archiving

Publishing in Open Access Journals

Publishers usually own the copyright of papers. So even if you are an author, it is impossible to share them on your lab website. Not every researcher can get support from the library that has a subscription to as many journals as DGIST. If you want your papers to be read and cited by more researchers, you can consider publishing Open Access. However, OA publication is more expensive for authors because they have to pay the APC(Article Processing Charges).

Share pre/post-prints on the DGIST Scholar

However, some publishers allow sharing of preprints or post-prints so that you can archive them on the DGIST Scholar, personal website, or laboratory website following the copyright policy.

- Open Access Journal List: https://doaj.org
- Check the journal copyright policy: https://v2.sherpa.ac.uk/romeo

For More Information

Library Libguides

- DGIST Scholar: https://libguides.dgist.ac.kr/OpenAccess/DGISTScholar
- OpenAccess@DGIST: https://libguides.dgist.ac.kr/OpenAccess

STAR Library

STAR Library

Starlibrary.org

A library cooperative network among DGIST, KAIST, GIST, UNIST

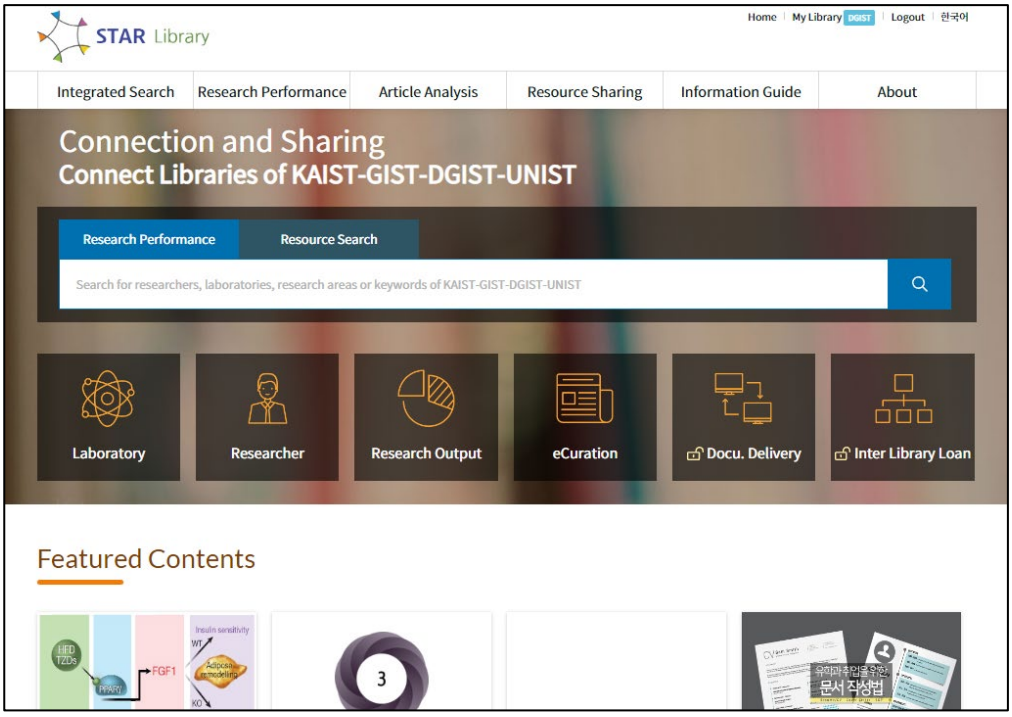
● STAR Library

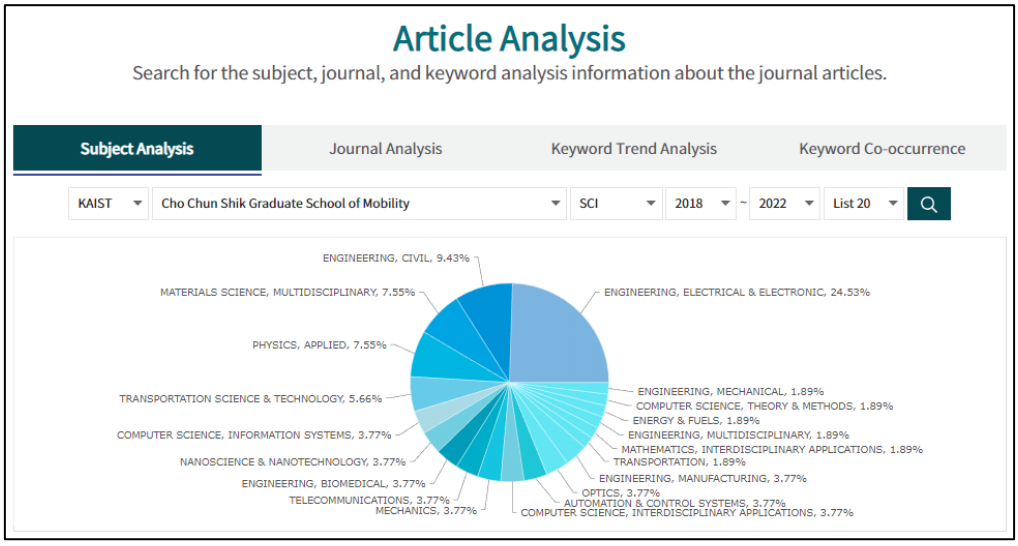
STAR Library is a cooperative network in which libraries of four science and technology specialized universities, DGIST, KAIST, GIST, and UNIST, share research information and resources.

Access https://starlibrary.org

About Services

- Search for and browse researchers, laboratories & research output of DGIST, KAIST, GIST, UNIST
- Provide article analysis, citation statistics, and research collaboration information
- Resource Sharing: Inter Library Loan, Document Delivery Service





[Appendix] List of Online Resources in DGIST Library for 2022

This list can also be viewed on the library website. (About > News & Events)

※ For details of each resource and user manual, refer to the library website.(Online Resources > Databases)

- **Read & Publish**

No.	Name	Note
1	CUP(Cambridge University Press) Read & Publish	('22 Upgrade) You can publish your article gold OA at no cost to you, or with a discount for your article processing charge (APC). You can also enjoy access to journals content from Cambridge University Press.
2	COB(Company of Biologists) Read & Publish	('22 Upgrade) Read & Publish agreements offer unlimited "read" access to our five subscription journals - Development, Journal of Cell Science, Journal of Experimental Biology… – plus uncapped fee-free Open Access publishing of research articles.

- **Search Tools**

No.	Name	Note
1	JCR Web(Journal Citation Reports)	Check Journal Impact Factor, and evaluate and compare journals using citation data
2	MathSciNet	Database managed by AMS (American Mathematical Society), including Mathematical Reviews and Current Mathematical Publication.
3	S2Journal	Search various indicators to evaluate a researcher's performance, provide journal recommendation service and check fake journals, offer other various and unique information about journals
4	SciVal	A solution to search, analyze, and compare research results of universities, institutions, and researchers around the world based on data indexed in Scopus.
5	Scopus	It is the largest citation abstract database published by Elsevier.
6	Web of Science(SCIE, CPCI)	('22 Upgrade) Access to bibliographic information, author abstracts, and cited references from scholarly journals and conference proceedings.

- **Databases that provide the full-text of journals**

No.	Name	Note
1	AACR(American Association for Cancer Research)	AACR Provides full-text of 9 journals published by the American Association for Cancer Research
2	ACM Digital Library	A comprehensive collection of full-text articles and bibliographic records in the fields of computing and information technology published by ACM
3	ACS(American Chemical Society) Publications	Provides full-text of about 70 journals published by the ACS(American Chemical Society)
4	AIP(American Institute of Physics) Plus	('22 Add 11 journals) It is the web portal, which provides e-journals relating to AIP and other physics conferences.
5	Annual Reviews	('22 Add 4 journals) Available 51 journals in biomedicine, physics, social sciences, etc. published by Annual Reviews.
6	APS(American Physical Society)	Available about 15 research journals include Physical Review Series published by APS
7	APS(American Physiological Society)	Database of full text from 15 journals
8	ASM(American Society for Microbiology)	Provide journals in microbiology published by ASM(American Society for Microbiology)
9	ASME(American Society of Mechanical Engineers)	Provide topics relating to the recent trend in mechanical engineering
10	ASPB(American Society of Plant Biologists)	It was founded in 1924, and currently publishes two world-renowned journals in botany and reference resources and books in the relevant area.
11	Cell Press	('22 Add 1 journal) Available 16 primary journals in biomedical research published by Cell Press
12	CSHLP(Cold Spring Harbor Laboratory Press)	Available 6 core journals in molecular biology published by Cold Spring Harbor Laboratory Press
13	IEEE-IEL(IEEE Electronic Library)	Full text documents of journals, proceedings and technical standards published by IEEE and its publishing partners.
14	IOP(Institute Of Physics)	Publishes key e-books and journals in physics published by the Institute of Physics, and provides information on the latest research and trends in physics, medicine, applied physics, nuclear physics, optics, and nuclear physics.
15	IOS Press	Provide about 90 titles in Computer Science, Mathematics, Medicine & Natural Science published by IOS Press
16	ISPG(Independent Scholarly Publishers Group)	Journal package comprises 7 publishers including the American Society of Neuroradiology, providing 23 journals including the American Journal of Neuroradiology
17	J-STEJ(Japan Science & Technology Electronic Journal)	A package of Japanese science and technology journals, providing the full-texts of articles

18	JSTOR Archive	Provide journals and archives in General Sciences(Most journals are accessible from Vol.1 / Art & Sciences I~IX, XII, Life Sciences)
19	Karger	Database of over 50 journals in medicine from Karger Publishers.
20	Nature	('22 Add 56 journals) Available all journals published by Nature.(about 96 journals)
21	OPTICA Publishing(구, OSA Publishing)	Available about 24 journals and conference proceedings in optics and photonics published by OPTICA Publishing
22	OUP(Oxford University Press)	Oxford University Press is the world's largest university publisher with a long history that began in 1478, covering all subjects including life sciences, medicine, humanities, and social sciences, law, and providing about 350 original texts in journals.
23	PNAS(Proceedings of National Academic of Science)	Proceedings of the National Academy of Sciences and provides peer-reviewed scientific journals.
24	PsycARTICLE(ProQuest)	This database offers full-text articles for journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association and Hogrefe & Huber.
25	Rockefeller University Press	Available 3 journals in biomedical research published by Rockefeller University Press
26	Royal Society	Available 7 journals published by Royal Society
27	RSC(Royal Society of Chemistry)	t provides about 50 titles and news of RSC (Royal Society of Chemistry), which is the biggest chemical society in Europe.
28	SAGE Journals	Available about 690 journals in all subjects published by SAGE, the world’s 5th largest journals publisher
29	Science(AAAS)	('22 Upgrade) Available journals include Science published by American Association for the Advancement of Science (AAAS)
30	ScienceDirect	Available about 2,700 journals in all subjects published by Elsevier, the world’s leading STM publisher
31	SPIE Digital Library	Available about 10 journals and hundreds of conference proceedings in optics and photonics published by SPIE
32	Springer eJournal	Provides journal & e-book PDFs in STM(Science, Tech., and Medicine) published by Springer
33	Taylor & Francis Online	Provide full texts of 2,210 journals of natural science, humanities, and social science, etc.
34	Wiley Online library	('22 Add 82 journals) e-journals for all subjects published by Wiley
35	World Scientific e-Journals	Provide 124 journals issued by World Scientific Publishing Company, which is one of the largest publishers in the field of STM in the Asia-Pacific region

- **Korean Databases**

No.	Name	Note
1	DBpia	Offer domestic journals service from 722 institutions and 1,457 titles covering all areas
2	KISS	KISS provides Korean journals and periodicals published by 1,200 conferences and research institutes
3	스콜라	Providing the original database published by about 360 academic journals and academic societies in Korea.

- **Reference Manager**

No.	Name	Note
1	Endnote	An article writing support tool that auto-generates a reference list in multiple citation styles by organizing academic materials, related files, images, such as journal articles, conference papers, dissertations, etc. (How to Use) Download the installation file from the notice on the student bulletin board(Search for "EndNote"
2	Mendeley	Research collaboration on social networking service, support reference Management, provide discovery Search for documents, authors, and research groups

- **Magazines**

No.	Name	Note
1	PressReader	Provides up-to-date information about leading daily newspapers and magazines in 100 countries.

- **Others**

No.	Name	Note
1	Alloys Phase Diagram	Fully searchable online database, which contains over 40,300 binary and ternary phase diagrams and associated phase data
2	ARTSTOR	Artstor is the most extensive image resource for educational and scholarly use.
3	ASTM Standards	American Society for Testing and Materials provides information about 450 standard associations around the world, including industries, criteria, standards, and other technical resource standards. (Off-Campus Access) Sign up in campus > URL Access(https://compass.astm.org)

4	CSD(The Cambridge Structural Database)	The world’s repository for small-molecule organic and metal-organic crystal structures by CCDC. (How to Use) 1) Register 2) Confirm your account(by email) 3) Activate license(Activation Key: refer to the manual)
5	EMIS	Analysis report aggregator DB of industry, economy, company, etc.
6	Grammarly	('22 New) Writing tool that helps you write clear, flawless text. (이용방법) Go to https://www.grammarly.com/enterprise/signup, sign up with DGIST email address(@dgist.ac.kr), and check the confirm email. > Click the 'Activation Link' button. > Enter the Access Code: XYrWhyanoPVUzpBA
7	HSTalks(Henry Stewart Talks)	Provide over 1,400 data of seminar presentation from leading experts in medicine and life science
8	IUPAC Standards Online	(Trial) Online database that provides standards and recommendations for chemistry and chemistry-related fields by the International Union for Pure and Applied Chemistry (IUPAC)
9	JoVE(Journal of Visualized Experiments)	('22 Add 14 journals) Provide video tutorials on experiment, which is a peer-reviewed Pubmed indexed journal in the fields of life science/medicine/physics/chemistry
10	MedDRA	('22 New) MedDRA is designed for use in the registration, documentation and safety monitoring of medicinal products through all phases of the development cycle (i.e., from clinical trials to post-marketing surveillance).
11	Naxos Music Library	Naxos Music Library is the world's largest online classical music library (available on Ios & Android).
12	PQDT Global	ProQuest Dissertations & Theses Global provides 4,120,000 (abstract) of master’s and doctoral theses from North America (U.S.), China, and parts of Europe.
13	ProQuest Central	A database covering all scholarly areas(Provides over 9,000 periodicals, 40,000 international theses (PDF), 900 foreign newspapers and country reports, industry reports, etc.)
14	SAE Digital Library	Provide data over the internet published by SAE, including technical papers, standards, journals, etc.
15	SciFinder^{n} Academic	SciFinder is a research discovery tool that allows you to explore the CAS databases containing literature from many scientific disciplines including biomedical sciences, chemistry, engineering, materials science, agricultural science, and more.
16	SERI&U 지식도서관	('22 New) A database that provides video content created by the Samsung Economic Research Institute under the theme of industry, technology, management, and humanities.

17	Springer Materials	Comprehensive database for identifying material properties, which covers data from materials science, physics, physical and inorganic chemistry, engineering, and other related fields.
18	Springer Protocols	Includes 40,000 protocols in 15 subject areas as a manual on basic medicine and life science experimental methods and procedures
19	Statista	('22 New) Statista is a database of over 1 million statistics and reports from over 170 industries. (How to Use) Be sure to sign up using the DGIST e-mail(@dgist.ac.kr)
20	UpToDate	It helps Clinical Decision Support System organize the latest medical information by EBM clinical practice recommendations and includes over 400,000 references, 5,600 drug information, and drug interaction, and 30,000 graphics.(for 10 users) (How to Use) Email to library@dgist.ac.kr
21	WIPS ON	Patent database which includes bibliographic information and full text of patents registered in Korea, U.S., Japan, Europe, PCT, etc.
22	해커스 영어 온라인 강의	Hackers' online English courses such as TOEIC, TOEFL, TEPS, IELTS, and Speaking are provided.

- **e-Books**

No.	Name	Note
1	AccessBiomedical Science	('22 New) AccessBiomedicalScience provides a singular source of exclusive content that meets the diverse needs of the growing biomedical science fields.
2	ACS In Focus	A series of e-books published by ACS(American Chemical Society) that provide an introduction to an emerging topic area.
3	ACS Symposium Series	('22 New) American Chemical Society provides e-books on Chemistry. (Agriculture and food chemistry, Cellulose and renewable materials, Chemical education, Organic chemistry, Polymer chemistry, Materials etc.)
4	Pearson eTextbook	(~'22.8.31.) Online DGIST lecture materials from Pearson Publishing's eTextbooks (How to Use) 3 books per person, up to 3 people per book for 14 days ※ After creating an account with DGIST e-mail(@dgist.ac.kr), you can borrow textbooks from the "Explore" tab. ※ 44 e-Textbooks available until August 31, 2022
5	PQ Ebook Central Academic Complete	Provide e-books in all subject areas of various universities and major publishers

6	ScienceDirect Book Series	Provides the latest ebook texts in all subject fields published by Elsevier Available with journal content through ScienceDirect platform
7	ScienceDirect eBook Freedom Collection	Titles are added/deleted every month
8	Springer STM eBook	Provides journal & e-book PDFs in STM(Science, Tech., and Medicine) published by Springer
9	Wiley Digital Textbook	('22 Add 10 journals) Online textbooks from Wiley.(including 17 textbooks used in the 2021 DGIST lectures) (How to Use) Up to 5 people can borrow at the same time
10	Wiley Online Books	Provides e-books and e-journals for all subjects published by Wiley
11	Wiley Online Reference Works	Provides reference books in all fields from major publishers in the world for research, teaching, and learning, such as the Wiley ABC Series, Wiley-Blackwell Handbooks and Companions, and Survival Guides
12	국내 전자책	('22 Website Renewal) Provides about 3,000 Korean e-Books.

DGIST
LIBRARY

2022