



## INFORMATION LIBRARY

# Research Tips for Students

What is a good strategy for finding scientific information in the information jungle? The library of SRH Hochschule Berlin gives you a small guide in the following. After all, a good search strategy leads to good results. Try it out.

### 1. Analyse the problem/topic and find search terms

- Consider possible terms
- Find subject-specific terms
- Search for translations
- Find relations between search terms (general/minor terms)
- Dissolve abbreviations

<b>We recommend these services: → if possible switch the language into English</b>	<b>Access link:</b>
STW Thesaurus for Economics (synonyms, translation)	<a href="http://www.zbw.eu/stw">http://www.zbw.eu/stw</a>
Wikipedia (synonyms, translations)	<a href="http://www.wikipedia.org">http://www.wikipedia.org</a>
Gabler Wirtschaftslexikon (definitions, relations to other terms/subjects, first literature recommendations)	<a href="http://www.wirtschaftslexikon.gabler.de">http://www.wirtschaftslexikon.gabler.de</a>
Wirtschaftslexikon24 (definitions, relations to other terms)	<a href="http://www.wirtschaftslexikon24.net">http://www.wirtschaftslexikon24.net</a>
Abkürzungen.de (Abbreviations with brief explanations)	<a href="http://www.abkuerzungen.de">http://www.abkuerzungen.de</a>
Acronym Finder (definitions of acronyms, abbreviations and initial sequences)	<a href="http://www.acronymfinder.com">http://www.acronymfinder.com</a>

Sources on the library homepage: <https://www.srh-hochschule-berlin.de/en/our-university/services-facilities/library/prepare-your-research/>

### 2. Choose suitable sources

- Library catalogues
- Databases (e.g. for e-books, e-journals, statistics)
- Virtual Libraries
- Digital scientific services on the Internet

<b>We recommend these services: → if possible switch the language into English</b>	<b>Access link:</b>
<b><u>SRH services</u></b>	
Online Catalogue (OPAC) of the SRH Hochschule Berlin (printed books & journals, e-books)	<a href="http://webopac.srh-hochschulen.de/vopac/index.asp?DB=BIBB">http://webopac.srh-hochschulen.de/vopac/index.asp?DB=BIBB</a>
E-books of the SRH Hochschulen	<a href="http://ebookcentral.proquest.com/lib/srh-ebooks/home.action">http://ebookcentral.proquest.com/lib/srh-ebooks/home.action</a>
OPUS SRH (scientific publications of lecturers and students)	<a href="https://opus4.kobv.de/opus4-srh/home">https://opus4.kobv.de/opus4-srh/home</a>
<b><u>Catalogues of important Berlin libraries</u></b>	
Library portal "Primo", University library FU Berlin (printed & digital stock)	<a href="https://fu-berlin.hosted.exlibrisgroup.com">https://fu-berlin.hosted.exlibrisgroup.com</a>
Primus search portal, University library HU Berlin (printed & digital stock)	<a href="https://www.ub.hu-berlin.de">https://www.ub.hu-berlin.de</a> → Primus
Knowledge portal "Primo", University library TU Berlin (printed & digital stock)	<a href="https://tu-berlin.hosted.exlibrisgroup.com">https://tu-berlin.hosted.exlibrisgroup.com</a>
Knowledge portal, University library Udk Berlin (printed & digital stock)	<a href="https://udk-berlin.hosted.exlibrisgroup.com">https://udk-berlin.hosted.exlibrisgroup.com</a>
Online catalogue, Staatsbibliothek zu Berlin (printed & digital stock)	<a href="http://stabikat.staatsbibliothek-berlin.de/">http://stabikat.staatsbibliothek-berlin.de/</a>
Online-Katalog der öffentlichen Bibliotheken Berlins (printed & digital stock)	<a href="https://www.voebb.de">https://www.voebb.de</a>
<b><u>Nationwide catalogues/databases</u></b>	
Kooperativer Bibliotheksverbund Berlin-Brandenburg (KOBV, printed & digital books of German libraries, for interlibrary loan)	<a href="http://www.kobv.de/">http://www.kobv.de/</a>
Datenbank-Infosystem (DBIS, databases of German libraries)	<a href="http://rzblx10.uni-regensburg.de/dbinfo">http://rzblx10.uni-regensburg.de/dbinfo</a>
Elektronische Zeitschriftenbibliothek (EZB, electronic journals of German libraries; Including many freely available)	<a href="http://rzblx1.uni-regensburg.de/ezeit/">http://rzblx1.uni-regensburg.de/ezeit/</a>
Zeitschriftendatenbank (ZDB, printed & electronic journals & newspapers of German libraries)	<a href="http://zdb-katalog.de/index.xhtml">http://zdb-katalog.de/index.xhtml</a>
<b><u>Open access databases</u></b>	
Directory of Open Access Journals (freely accessible scientific articles from journals of all subject areas)	<a href="https://doaj.org/">https://doaj.org/</a>
Open Access Plattform (freely accessible scientific sources)	<a href="https://open-access.net/">https://open-access.net/</a>

Sources on the library homepage: <https://www.srh-hochschule-berlin.de/en/our-university/services-facilities/library/research/>

Notes: For each library in Berlin you will need a separate library card. Remote access to electronic resources is only possible at the [Staatsbibliothek Berlin](#) and the [Berlin public libraries](#). In order to access e-media of the Berlin university libraries you must be in their buildings.

### 3. Precise your research - tips

- Check the **help page** of the service before searching. Each source has its own characteristics and you should know them.
- Use the **simple search** if you already know the author and /or title.
- Use the **advanced search** to combine more search fields to get more precise results.
- Many services offer the possibility to reduce the search results afterwards by **filter**. Use this option in order to get less, more precise results.

### 4. Help to create a scientific work

You can use the Citavi program to create your scientific work. The SRH Hochschule Berlin has a campus license for the program. Find here a brief overview of the functions:

- **Reference management:** collect sources by hand or mouse click (Citavi Picker), choose a citation style for the sources, several people can work on a project simultaneously (SRH owns team version)
- **Knowledge organization:** picture the structure of the scientific work, create a bibliography and insert it into a MS Word document
- **Task planning:** create a personal work plan, assign tasks by type, importance and period, receive reminders

#### **Set up Citavi on your computer:**

1. Install [Citavi Free](#).
2. Request a [SRH license key](#).
3. Enter license data in Citavi.

#### **You would like to use Citavi on the Mac?**

Follow the instructions of [Citavi](#). Alternatively we recommend you [Zotero](#).

#### **Do you need help to use the program?**

Use the [help page](#) of the Citavi support or have a look at the [Getting Started Guide](#).

Citavi on the library homepage: <https://www.srh-hochschule-berlin.de/en/our-university/services-facilities/library/prepare-your-research/> → I would like to use a reference management software (Citavi).

### **Do you have any questions or concerns? We are at your service.**

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