



Accessing & Searching Zetoc

Faculty of Education
Library & Information Service

Introduction

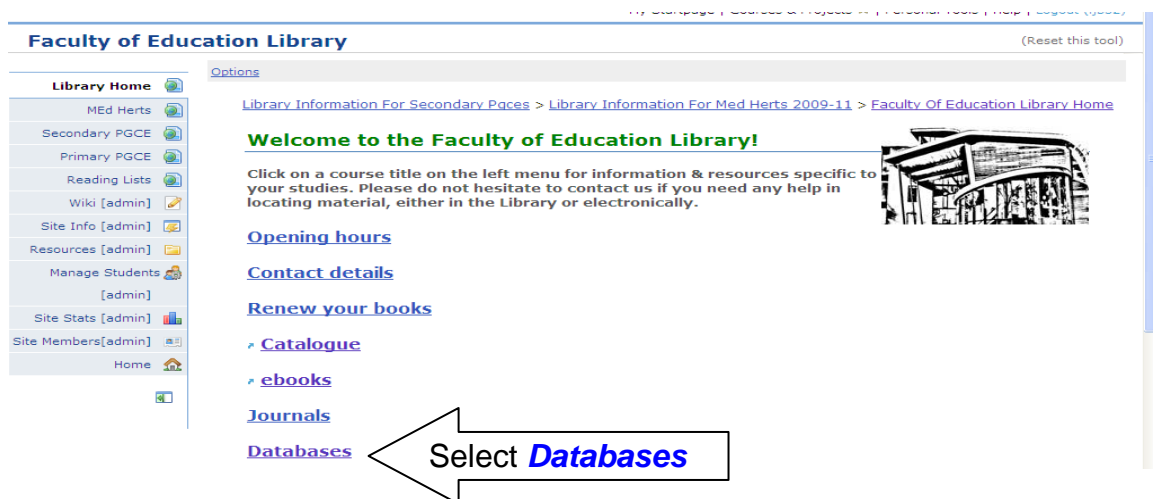
Zetoc provides access to the British Library's Electronic Table of Contents of around 20,000 current journals and around 16,000 conference proceedings published per year. An email alerting service is also available to enable you to keep up-to-date with relevant new articles and papers.

If you are unable to find what you are looking for or need help searching the database, please ask a member of Library Staff.

1. Accessing Zetoc

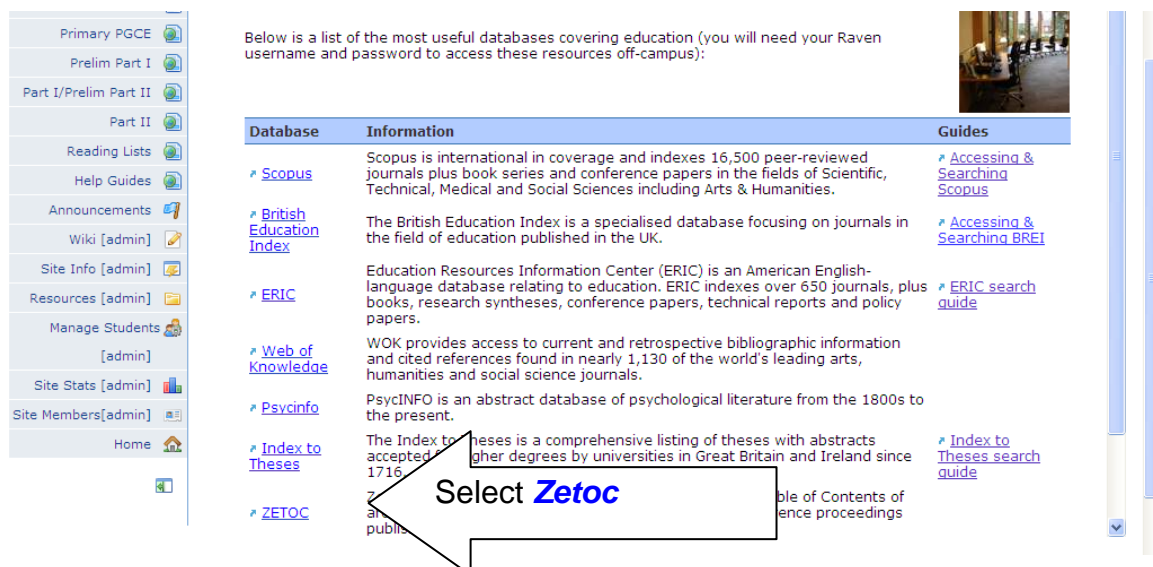
Off-Campus:

Step 1: From the Faculty Library CamTools site or from your Library Course CamTools site select [Databases](#)



The screenshot shows the Faculty of Education Library website. On the left is a navigation menu with links like 'Library Home', 'MEd Herts', 'Secondary PGCE', 'Primary PGCE', 'Reading Lists', 'Wiki [admin]', 'Site Info [admin]', 'Resources [admin]', 'Manage Students [admin]', 'Site Stats [admin]', 'Site Members [admin]', and 'Home'. The main content area has a header 'Faculty of Education Library' and a sub-header 'Options'. Below this is a breadcrumb trail: 'Library Information For Secondary Poces > Library Information For Med Herts 2009-11 > Faculty Of Education Library Home'. A green heading reads 'Welcome to the Faculty of Education Library!'. Below this is a paragraph of text and a photograph of a building. Further down are links for 'Opening hours', 'Contact details', 'Renew your books', 'Catalogue', 'ebooks', 'Journals', and 'Databases'. A large white arrow with a black outline points to the 'Databases' link, with the text 'Select Databases' written inside the arrow.

Step 2: Select [Zetoc](#) from the list and follow the links through to the database



The screenshot shows a page with a list of databases. On the left is a navigation menu with links like 'Primary PGCE', 'Prelim Part I', 'Part I/Prelim Part II', 'Part II', 'Reading Lists', 'Help Guides', 'Announcements', 'Wiki [admin]', 'Site Info [admin]', 'Resources [admin]', 'Manage Students [admin]', 'Site Stats [admin]', 'Site Members [admin]', and 'Home'. The main content area has a heading 'Below is a list of the most useful databases covering education (you will need your Raven username and password to access these resources off-campus):'. Below this is a table with three columns: 'Database', 'Information', and 'Guides'. The table lists several databases: Scopus, British Education Index, ERIC, Web of Knowledge, Psycinfo, Index to Theses, and ZETOC. A large white arrow with a black outline points to the 'ZETOC' row, with the text 'Select Zetoc' written inside the arrow.

Database	Information	Guides
Scopus	Scopus is international in coverage and indexes 16,500 peer-reviewed journals plus book series and conference papers in the fields of Scientific, Technical, Medical and Social Sciences including Arts & Humanities.	Accessing & Searching Scopus
British Education Index	The British Education Index is a specialised database focusing on journals in the field of education published in the UK.	Accessing & Searching BREI
ERIC	Education Resources Information Center (ERIC) is an American English-language database relating to education. ERIC indexes over 650 journals, plus books, research syntheses, conference papers, technical reports and policy papers.	ERIC search guide
Web of Knowledge	WOK provides access to current and retrospective bibliographic information and cited references found in nearly 1,130 of the world's leading arts, humanities and social science journals.	
Psycinfo	PsycINFO is an abstract database of psychological literature from the 1800s to the present.	
Index to Theses	The Index to Theses is a comprehensive listing of theses with abstracts accepted for higher degrees by universities in Great Britain and Ireland since 1716.	Index to Theses search guide
ZETOC	ZETOC is a comprehensive listing of the Electronic Table of Contents of current journals and conference proceedings published by the British Library.	

Step 3: Click on the database title

The screenshot shows the Cambridge University Library website. At the top, there is a search bar with the text 'the Library web pages'. Below the search bar, there are navigation links: 'eresources home', 'Science home', and 'Help & contacts'. The main navigation menu includes 'Plan your visit', 'About the Library', 'Catalogues', 'Services', 'Collections', 'Digital Library', and 'News'. The breadcrumb trail reads 'University of Cambridge > Cambridge University Library > eresources@cambridge'. On the left, there is a sidebar with 'databases A-Z' and a list of links including 'CrossSearch', 'ejournals@cambridge A-Z', 'ebooks', 'Newspapers, Images, Sound & CDROMs', 'Theses', 'Resources on trial', 'Library catalogue', 'science@cambridge', and 'Help & contacts'. The main content area shows search results for 'eresources@cambridge' with the title 'Resources with titles containing 'zetoc''. Below this, there is a search form with 'Find by title:' set to 'Contains' and a 'Find resources' button. A list of search results shows 'ZETOC: Electronic Table of Contents'. A large white arrow points to the search result with the text 'Click on the database title'.

Step 4: Select your home organisation from the following page:

The screenshot shows the Zetoc website's authorisation page. The header includes the Zetoc logo and the text 'ELECTRONIC TABLE OF CONTENTS'. There are links for 'Site map', 'Help', and 'Email us'. The main heading is 'Authorisation required: Select your home organisation'. Below this, there is a search box for institutions and a 'Search' button. A paragraph explains that users can select their home organisation from a drop-down menu or click the 'Go' button. Another paragraph states that users can login via Athens or their institution if it's not in the menus, or use an Athens username and password. The page is divided into two columns: 'Universities' and 'HE & FE Colleges by region:'. The 'Universities' column has a drop-down menu with 'Aberystwyth University' selected and a 'Go' button. The 'HE & FE Colleges by region:' column has two sections: 'East Anglia' with a drop-down menu for 'Cambridge Regional College' and a 'Go' button, and 'Greater London' with a drop-down menu for 'Barking College' and a 'Go' button.

Step 5: Select Cambridge, University of from the list and click go

The screenshot shows the Zetoc website with the 'Universities' list expanded. The list includes: Bath Spa University, Bath, University of, Birkbeck College, Birmingham City University, Birmingham, University of, Bolton, University of, Bournemouth University, Bradford, University of, Brighton, University of, Brighton and Sussex Medical School, Bristol, University of, Brunel University, Buckinghamshire New University, Cambridge, University of, Canterbury Christ Church University, Cardiff University, Central Lancashire, University of, Chester, University of, Chichester, University of, City University, London, Courtauld Institute of Art, Coventry University, Cranfield University, De Montfort University, Derby, University of, Dundee, University of, Durham University, East Anglia, University of, East London, University of, Edge Hill University, and Aberystwyth University. The 'Cambridge, University of' entry is highlighted in blue. The 'Go' button next to the list is visible. The rest of the page content is the same as in Step 4.

Step 6: Enter your Raven Username & password. Agree to the terms and you will be redirected to the eresource

On-Campus

For on-campus access, follow steps 1-3 and you will enter the database automatically.

2. Searching the Database

Option 1: Subject Search

To search the database for journal articles on a given subject, click on [Zetoc Search](#) and select [General Search](#):

Enter your search term, enclosed in inverted commas, in the box labelled [All fields](#) and then click on [Search](#).

Zetoc General Search

Enter your search terms in the form below. You do *not* need to enter terms in every field.

All fields: e.g. "smart structures" Burke
Title: e.g. Smart Structures and Materials Systems eg, "ability grouping"
Author(s): e.g. Bowden eg, "Bathurst R J"
ISBN/ISSN: e.g. 0444881786 eg, 00357596
Year published: e.g. 1995- eg. 1997-1999 eg, -1999

Option 2: Content Search

To scan the contents list of the issues of a particular journal or find the publication details of a specific article, choose [Journal Search](#). Enter the title of the journal in the appropriate box together with the relevant dates, if appropriate. Click on [Search](#).

Zetoc Journal Search

Enter your search terms in the form below. You do *not* need to enter terms in every field.

All fields: e.g. "smart structures" Burke
Article Title: e.g. Smart Structures and Materials Systems eg, "ability grouping"
Author(s): e.g. Bowden eg, "Bathurst R J"
Journal Title: e.g. American Economic Review
ISSN: e.g. 00357596
Volume/Issue: e.g. 82 5 to search for Volume 82 Issue 5
Page(s): e.g. 254 for the start or end page eg, 254-257 for the start and end pages
Year published: e.g. 1995- e.g. 1997-1999 eg, -1999

Option 3: Article Search

If you have only partial details about an article, e.g. author, title and date, and you want to identify the journal in which it is published, type in the details you have and click on **Search**.

Zetoc Journal Search

Enter your search terms in the form below. You do *not* need to enter terms in every field.

All fields: e.g. "smart structures" Burke
Article Title: e.g. Smart Structures and Materials Systems eg, "ability grouping"
Author(s): e.g. Bowden eg, "Bathurst R J"
Journal Title: e.g. American Economic Review
ISSN: e.g. 00357596
Volume/Issue: e.g. 82 5 to search for Volume 82 Issue 5
Page(s): e.g. 254 for the start or end page eg, 254-257 for the start and end pages
Year published: e.g. 1995- e.g. 1997-1999 eg, -1999

3. Your Results

From the list of titles, click on the number beside the item to display more details


To select particular items from the list of titles to email or download, tick the boxes next to the records, use the options at the bottom of the screen and follow the simple instructions.

4. Creating e-mail alerts

Select Zetoc Alerts from the homepage and then login with your Raven username & password.

To set up alerts, you need to create a list:

Zetoc Alert



You currently have no Zetoc Alerts under this username.
If you think that you have set up Alerts, they may be under a different username. You need to log into Zetoc with the username that was used to create the Alerts, or else transfer the list to this account using the URL at the bottom of one of the emails we send you.

Create a new Zetoc Alert list for:

Email Address:

Optional List Name:

Include hypertext links to full records in zetoc? Yes No

(Note: you can change this option at any time by selecting the Renew/Modify button within Zetoc Alert.)

Click the 'Create' button to reach a confirmation page, giving you information about your Alert, specifying the terms and conditions of use and providing links for you to add journals and to add searches for authors and titles.

Select an e-mail address you would like your alerts sent to and create a list name. Then follow the instructions on screen to specify the alerts you would like to receive.

5. Locating the journal articles

When you have searched the British Education Index and have a list of references, you will need to check the journal availability in Cambridge. To do this, follow our 2-step guide below:

Step 1: Check if a journal title is available electronically:

- Search the University Library's index ejournals@cambridge

If you cannot find the journal title on this list then either the University does not have a subscription to the electronic version or the journal is not available in electronic format. If this is the case, follow step 2.

Step 2: Check if a journal is available in printed format:

- From the [Newton Library catalogue](#), click on Universal Catalogue at the bottom of the list. Enter the name of the journal in the search box. Make sure you have selected **Journal Title** on the right hand side and click on **Search**.

If you cannot trace the journal anywhere in Cambridge and the article is more than 10 pages long, please contact the Library as we may be able to request the article through the Inter-Library Loan service.

Don't forget, if you need any help with accessing or searching the databases, please do not hesitate to get in touch.

E-mail: library@educ.cam.ac.uk

Tel: 01223 767700