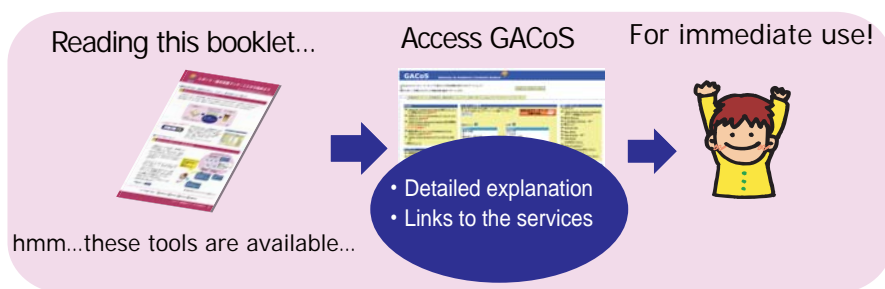




## To students, faculty and staff of the University of Tokyo: How to use the "Academic Paper Support Book".

### What kind of services are available at the University of Tokyo?

This booklet summarizes services that are available at the University of Tokyo when writing reports and academic papers. If you find a service that you want to use or know better about after reading this booklet, access the portal site "GACoS" for more! The detailed explanations and the links to the services will be at "GACoS", and will facilitate the actual use of the services. Please make full use of "GACoS"!



See the web for the full text of this booklet!



What is "GACoS"?: It is the gateway site for academic information search. It has functions to search for academic search tools available at the University of Tokyo, links to services outside the university, and schedules and textbooks of classes on how to search for reference materials and to use reference management tools. More detailed explanation will be on "GACoS" and will be updated accordingly.

⇒[OK On or Off campus]  
<http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

Academic Paper Support Book: Start here



## Things you have to know !

### How to use computers at the University of Tokyo

Computers of the Information Technology Center · Educational Campus wide Computing System (ECCS) are set at many locations within the campus such as the library. They are available for all students, faculty and staff of the University of Tokyo. To use the ECCS computers or to use the ECCS network on your personal computers via wired network, you need to acquire an ECCS Account.

PCs connected to the university's network have access to electronic-journals[e-journals] (electronic version of the academic journals) that the university has subscribed.

To use the wireless network on your computer, you need to acquire the UTokyo WiFi Account and use "UTokyo WiFi". (※On the use of PCs & network of the department, please confirm with the person in charge at each department. )

### The University of Tokyo's on campus network

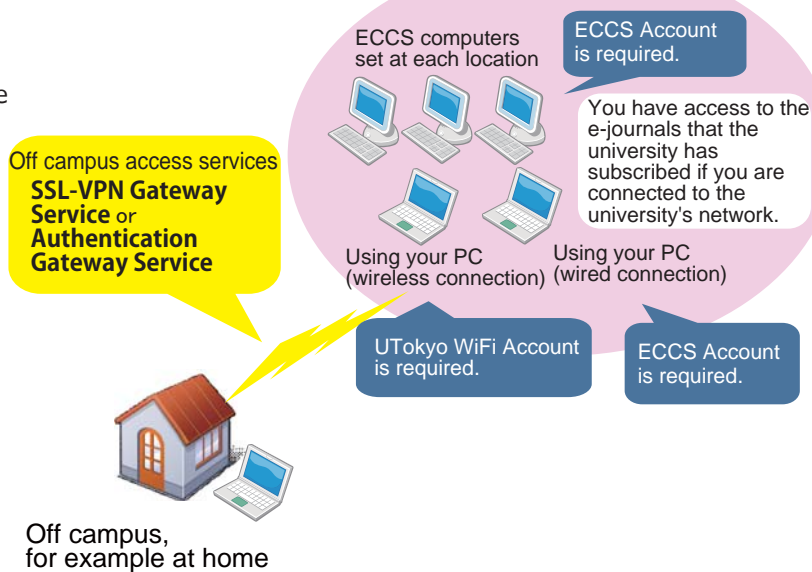


Figure 1 : On the use of the University of Tokyo's PCs and network

For more details see **GACoS**

## To access databases and e-journals at home/during business trips

Students, faculty and staff of the University of Tokyo have the access to databases and e-journals limited to the University members from Off campus via these services.

- "SSL-VPN Gateway Service" (For students)
- "Authentication Gateway Service" (For faculty and staff, prior procedures are necessary to use this service. )

For more details see **GACoS**

## Making full use of the library!

Besides the General Library, Komaba Library, and Kashiwa Library, each Faculty/Department has its own library at the University of Tokyo, and the whole libraries are called "University of Tokyo Library System".

To use any of the libraries, you first need to make "user's registration". Please go to your department library with your student (faculty) ID card for registration. (This procedure is unnecessary for 1st and 2nd year students of the College of Arts and Sciences and students above 3rd year that are registered to UTAS (UTokyo Academic affairs System).)

After the registration, you can enter all the University of Tokyo libraries by showing your student/faculty ID card. Borrowing books and journals is available with your ID card. (Some libraries do not provide borrowing service.)

"The University of Tokyo Library OPAC (UTokyo OPAC)" allows you to search collections of the libraries in the University of Tokyo. By logging in on "My OPAC" on the page of UTokyo OPAC, you can make book reservation, book delivery requests, renewing borrowed materials, and library book purchase requests.

If there is anything that you are unsure of the library services, feel free to consult your department library counter or submit questions to the librarians using "ASK Service " on UTokyo OPAC.

For more details see **GACoS**

Figure 2 : To use the library

### "User's registration" at the library

Consult your department library with your student (faculty) ID  
(This is unnecessary for 1st and 2nd year students of the College of Arts and Sciences.)  
(This is also unnecessary for students above 3rd year who have registered an e-mail address to UTAS (UTokyo Academic affairs System).)

- ★Placing copy request (charged), submit "Application form for the MyOPAC delivery request service". (Please refer the section⇒P.6 [How to acquire materials])



### Logging in on MyOPAC

- (What you can do with MyOPAC)
- Making book reservations, delivery requests, placing copy requests, and using PDF viewing service.
  - Checking reservation status, requesting extensions
  - Submitting library purchase requests etc...



### Column

#### Photocopying in the libraries and copyright

Self-service photocopiers are available at most libraries. Only library materials are allowed to photocopy in the libraries. To make a photocopy, you are required to follow the Japanese copyright law. The copyright law allows a single reproduction of a part of a work for the purpose of your research or study.

## Let's collect reference materials!

### Searching for prior research

There are resources such as academic journals, books, theses, newspaper articles, statistics, and conference proceedings, to conduct prior research investigation and checking research trends when writing reports and academic papers. There are search tools (databases) depending on the type of material or research area, and the objective of your search. If you make use of the tools, you will be able to pick up necessary information from the masses of materials effectively.

However, databases are not almighty. There are also other ways to find materials such as looking through the reference list at the end of a paper, browsing the book shelves, and reading the table of contents of a magazine. There are merits to each alternative which databases do not have.

Although academic information is progressively being made electronic, there is still information that is available only on printed materials. Keep in mind that the resources outside of the Web may have the information you are looking for.

For more details see **GACoS**

#### Column

#### How to look at reference lists: Finding materials specified during classes

Have you ever had trouble finding materials on reference lists at the end of books, papers, or on handouts from classes? If you know the points to look at reference lists, it will be much easier to look for materials.

Here is an example, but the writing style of reference lists is different for each research area and journal.

<Journal Articles> Journal Articles have "volume (and/or issue) numbers".

Today Kensaku. The impact of search skills for academic articles : comparing the students who does not know GACoS and who knows GACoS. Journal of UTokyo Academic Writing. 2013, 77(5), p.1-7.  
(Author) (Article title) (Journal title) (Publication year) (Volume issue) (Page numbers)

For more details see **GACoS**

※This paper is fictional

If you do not know how to look for a material on the list, trying "TREE" is one way. (Please refer the section⇒P.3 [Just try a search!])

Also, if you have trouble finding materials, you can consult your department library counter, or ask questions by using the "ASK Service" on the UTokyo OPAC.

### Just try a search!

There are many tools to search for books and papers. "TREE" is a useful tool when you are in a situation where "you do not know which database to use", or "you want to conduct a search to see what kind of papers or books there are from wide range of information".

TREE(UTokyo REsource Explorer) is simply a service which allows you to search academic information from one search window. You can search for books, electronic and paper materials all at once without worrying about choosing a database.

TREE is different from "Google Scholar" (\*) in that it mainly searches within the UTokyo OPAC and databases that the university has contracted with (which permission was given from the providers). So it allows searches in the range of materials that the University of Tokyo students, faculty and staff have an easy access.

However, TREE cannot search through all information. There are materials such as Japanese newspaper databases which are outside of TREE search, so it is important to know how to use individual databases according to the purpose.

(\*)Academic search engine provided by Google for free.

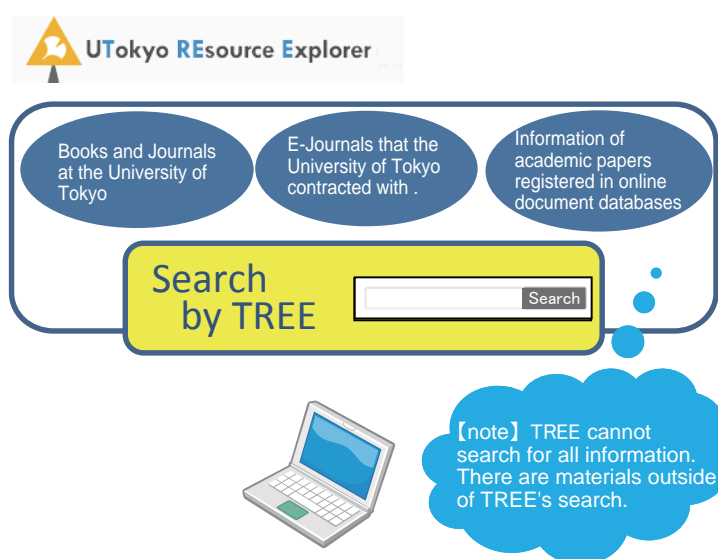


Figure 3: What is TREE (UTokyo REsource Explorer)?

For more details see **GACoS**

## Search with a tool that suits your needs/research field

When you are not satisfied with TREE's search function or when you want to use individual search tools that better suit your purpose/research field, access GACoS to know more about what kind of search tools are available.

GACoS has links to search tools available at the University of Tokyo and you can look for databases depending on the material type, the search topic, and the database name.

### (Examples of standard databases)

- E-journals and e-books available at the University of Tokyo ⇒ E-journal & E-book Portal
- Journals and books (Printed materials) at libraries [The University of Tokyo and other universities] ⇒ The University of Tokyo Library OPAC
- Articles in Japanese (for all fields) ⇒ CiNii Articles (for medical fields) ⇒ Ichushi Web
- Articles in English (for all fields) ⇒ Web of Science (for medical fields) ⇒ PubMed  
(for psychology fields) ⇒ PsycINFO (for engineering fields) ⇒ Engineering Village  
(for pedagogy fields) ⇒ ERIC (for human and social sciences fields) ⇒ JSTOR
- Newspaper articles in Japanese ⇒ Databases of each newspaper, Asahi Shimbun, Mainichi Shimbun, Yomiuri Shimbun
- Newspaper articles in English ⇒ LexisNexis Academic
- Dictionaries/Encyclopedias ⇒ JapanKnowledge Lib etc...

For more details see **GACoS**

Figure 4 : How to look for databases on GACoS.

**Search on GACoS**

**Search databases with specified conditions.**  
(ex) Search for database for psychology papers.

- 1 Source type : Journal Articles  
Subject : Philosophy & Psychology  
Click the "Search" button.
- 2 Search result list will appear on the screen and click on the database name you want to use.
- 3 Database window will open.

**Search from database name.**  
(ex) For the medical field database PubMed, click "P".

**Quick link to popular databases**

**Gateway for accessing databases and e-journals from off campus.**

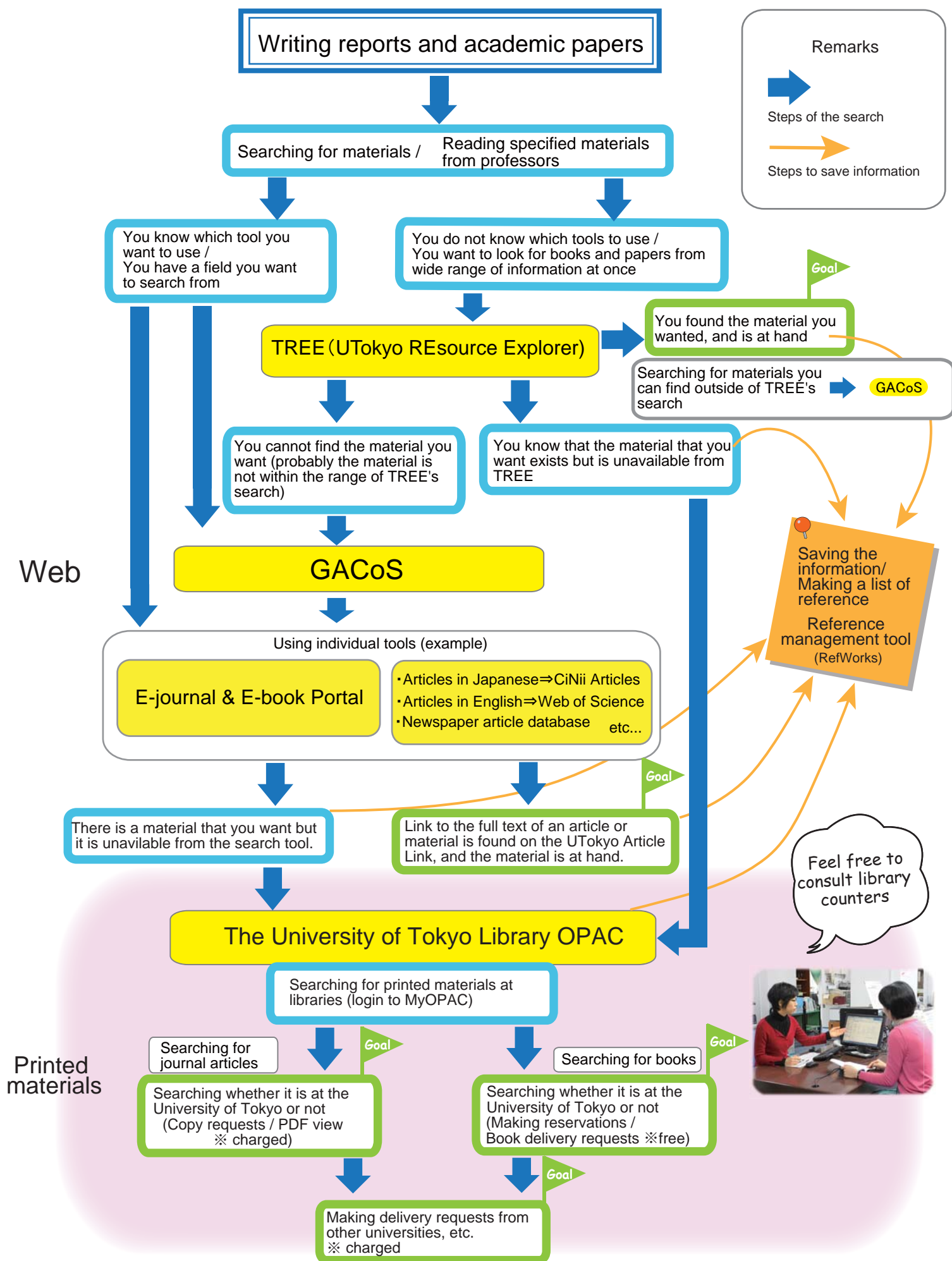
### Column

#### How to save and organize your search result

When you find a reference material you want, how do you save information such as the title and the author? · · · bookmark? printing it out? downloading on your PC? e-mail? organizing it on Excel or Word?

Please try the "reference management tool" available to all students, faculty and staff of the University of Tokyo for free. If you use the reference management tool, it can make the reference list for your paper automatically. For more details, please refer the section⇒p.8 [Making a reference list] .

Figure 5 : Don't get lost! Resource search navigator 



## How to acquire materials

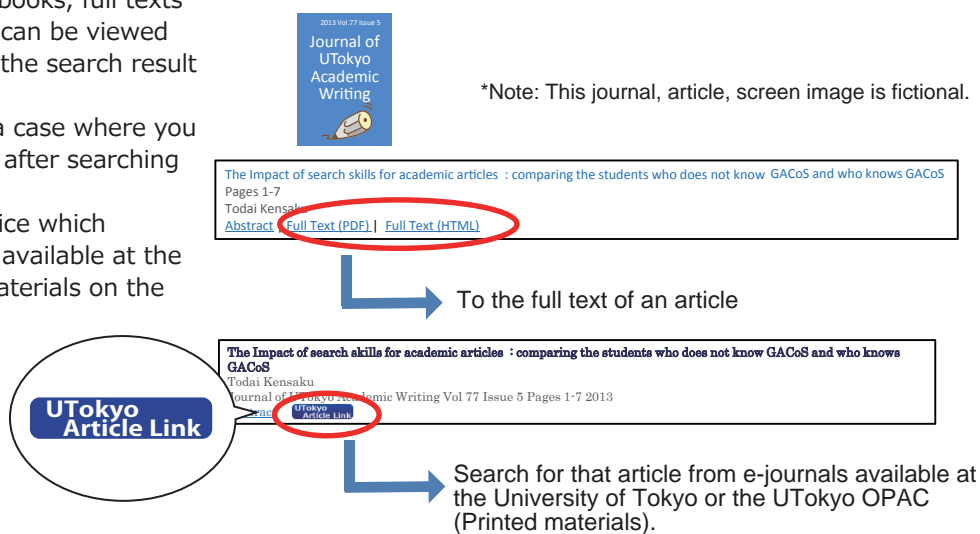
### • On the Web:

Electronic journals, electronic books, full texts of papers, and newspaper articles can be viewed from the "Full Text" and "PDF" on the search result screen on your computer.

Click "UTokyo Article Link" in a case where you cannot find the link to the full text after searching the database.

"UTokyo Article Link" is a service which searches for articles on e-journals available at the University of Tokyo and printed materials on the UTokyo OPAC.

Figure 6 : To view the full text of articles found on the web



### • For printed materials :

If you can not get the material on the web, you can conduct a search on the UTokyo OPAC, check the location of the material, and get the material at the library. There is a service to have materials delivered from other libraries.

You will be able to use services such as copy request (charged) by submitting "Application form for the MyOPAC delivery request service" to your department library.

Figure 7 : To find printed materials

- ¥ This mark indicates paid services.
- ☺ This mark indicates services which must be logged in to MyOPAC.

Where is the book located?	Visit library and borrow or copy book	Reserve on-loan book	Request delivery of a book	Request copies	Request a PDF
Your department library	OK	OK ☺	Unavailable	Unavailable	OK ☺ ¥
Library of same campus as your department	OK	OK ☺	Unavailable	Unavailable	OK ☺ ¥
Library of a different campus	OK	OK ☺	OK ☺	OK ☺ ¥	OK ☺ ¥
Library of a different university	Consult your department library	Unavailable	OK ☺ ¥	OK ☺ ¥	Unavailable

Available services vary by library. For details, consult with your department library.

※ For people who have difficulty collecting documents because of disabilities, materials can be delivered no matter which campus it is in.

For more details see **GACoS**

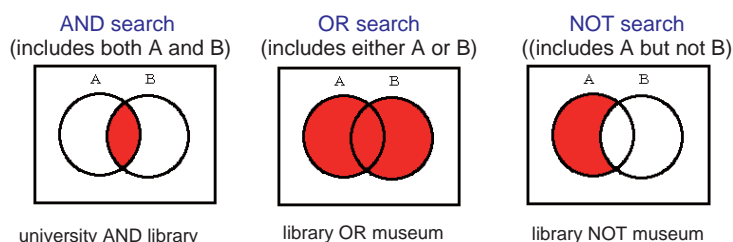
## Column

### How to search efficiently: Improving search skills

The point in search is to search general to specific. What kind of ways are there to search for information efficiently from masses of information?

Do not just end your search after you type in words that you came up with. You can improve your search result by knowing small tips like refining or sorting the results, using AND · NOT · OR search, phrase search, perfect match search, and thesaurus search.

Figure 8 : Examples of keyword search techniques (using multiple words)



※ Input on the actual search screen is different for each database.

For more details see **GACoS**

## ● Finally writing!

### Your first academic paper

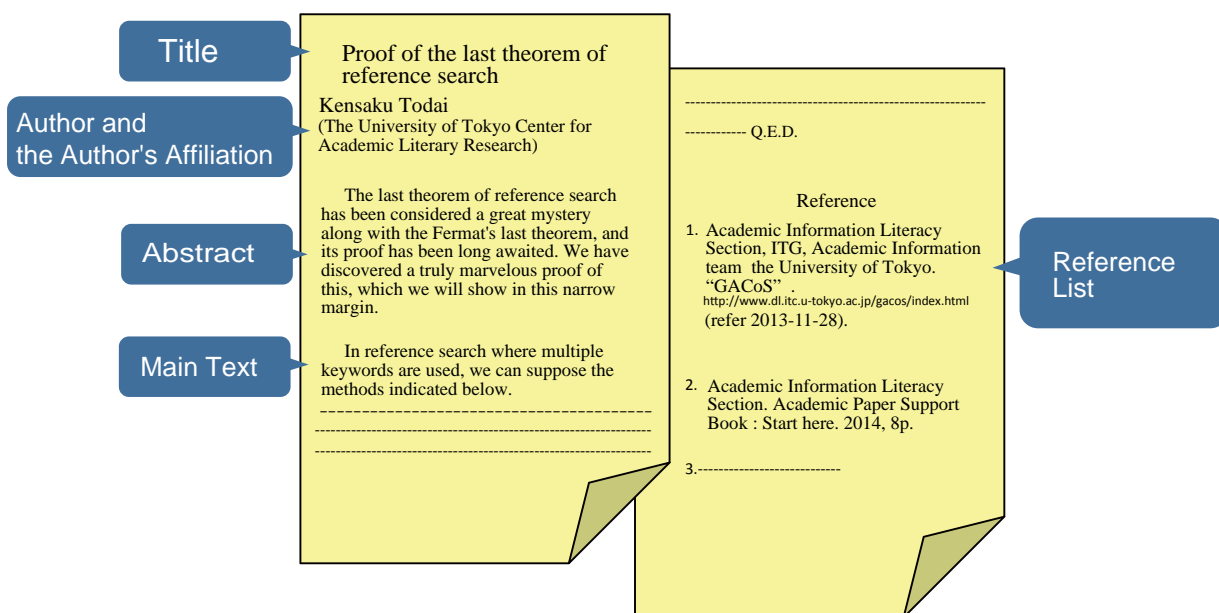
An academic paper is a writing which you explain your argument on a particular topic by giving logical evidence. It is basically composed of section for the "Title, Author, and Affiliation", an "Abstract", a "Main text", and a "List of reference", and follows a specific format.

To clearly present your research, a well planned title and expressions in the abstract, and organized structure is important.

Also, when you are using information which you have collected in your search, you need to avoid plagiarism. You must differentiate others' works from yours clearly, cite and create a reference list correctly.

➡ For more details see **GACoS**

Figure 9 : Structure of an academic paper \*This paper is fictional



### Column

#### Report and academic paper writing support service at the University of Tokyo

In writing report assignments and academic papers (especially in English), depending on your faculty/department, there may be a support service which you can get assistance on structuring and expressions of your writing. There may be seminars for the University of Tokyo students, faculty and staff. There are also classes on writing academic papers.

Also books on how to write report assignments and academic papers are available at the library. Search "academic writing" on the UTokyo OPAC.

If there is anything you need help whether looking for materials or using one of the library services, feel free to consult your department library counter or submit questions to the librarians using the "ASK Service" on the UTokyo OPAC.

There are seminars on how to look for papers and how to use the reference management tools throughout the year at each campus. We take requests for conducting seminars during classes and custom-made seminars for free.

➡ For more details see **GACoS**

## Deciding where to publish your paper

When deciding which journal to publish your paper, asking for advice to people who are in the same research field like your supervisor and seniors at your lab will be helpful.

"JCR (Journal Citation Reports)", an academic journal evaluation tool may be helpful to do a search on your own. You can find the "Impact Factor" of a journal with this tool.

In addition, it may be helpful to search whether a major database contains the journal or not, and the journal's intended audience on the publisher's web site.

"Open Access" is one of the ways to gain audience by publicizing the paper for free. You can submit your paper to a journal that adopt open access or publicize your paper at "The University of Tokyo Institutional Repository (UTokyo Repository)" (\*) to make your paper open access.

(\*)Institutional Repository is a system which academic organizations such as universities can archive and disseminate research results.

For more details see [GACoS](#)

## Making a reference list

Citations in the text and a reference list must follow the format specified by the academic society or the journal you are submitting.

By using a reference management tool, it can download (or you can directly type in the information of the material at hand), organize the database search result, and automatically create a reference list. Please make use of the reference management tool "RefWorks", available for free on the Web for the University of Tokyo students, faculty and staff.

For more details see [GACoS](#)

Figure 10 : From reference search tools to reference management tools

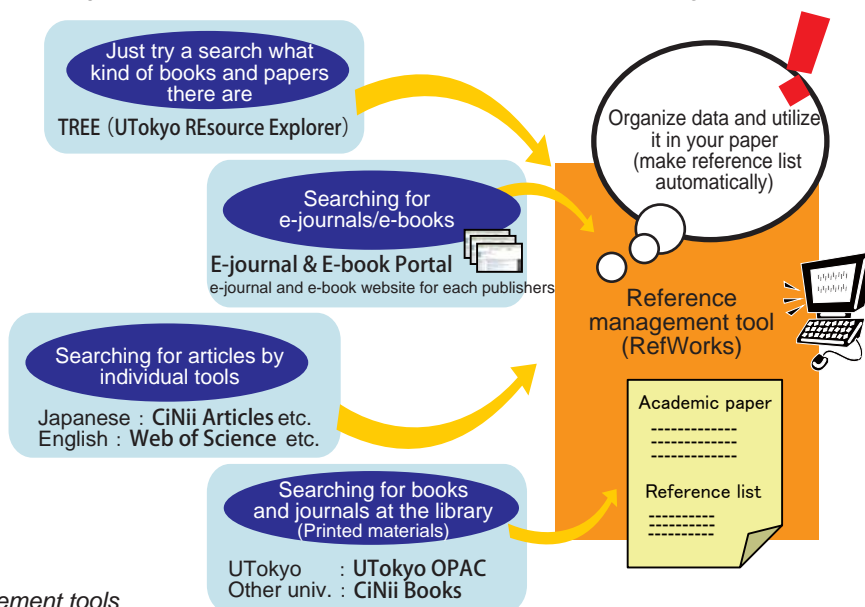
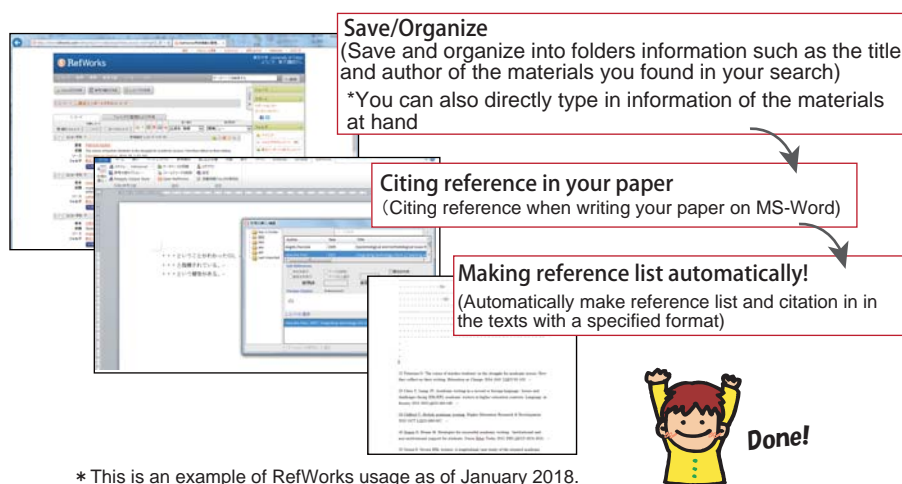


Figure 11 : What you can do with reference management tools



## Appendix

- List of words and abbreviated words in reference lists and databases
- List of reference web sites on research ethics when writing report assignments/paper
- Reference management and reference search tools you can use after graduation/retirement

For more details see [GACoS](#)