Avery Index to Architectural Periodicals: Advanced Searching

Welcome to the Shore + Moffat Library’s tutorial designed to introduce you to some of the advanced features you might want to use when searching for articles using the Avery Index to Architectural Periodicals.

This is the second in a series of tutorials to guide you through using the Avery Index available at http://simplelink.library.utoronto.ca/url.cfm/56123.

In this tutorial you’ll learn how to use the different search field options execute different kinds of searches; how to enter complex Boolean statements into Avery; apply limits to searches; how to narrow your results and sort them; how to use subject headings; email, print, cite, and export to Refworks to track your research; and, how to use the Interlibrary Loan service to obtain articles from journals the University of Toronto does not subscribe to.

Search Fields

An “ANYWHERE” or keyword search, searches the full article record for the words you enter into the search box. This can sometimes bring back too many results. To execute a more specific search, you can change the parameters of the search field by clicking on the pull down menu.

You can limit your searches in Avery by abstract, author name, the document title (this come in especially handy if your professor has recommended an article, or you’ve found a citation you’re interested in reading), journal title, subject, and more.

Let’s pretend my course instructor recommend I read an article by Mark Wigley published in the journal Log. I’ve forgotten the title of the article, but I’m still going to try to search for it.

To search for a particular author in Avery, change the search option for the first search field in the pull-down menu to “AUTHOR”. For a personal name enter the author’s last name first, followed by their given name with a comma separating the two. Type wigley, mark in the first search box. You can also just try entering the last name.

To search on a journal title, change the search option for the second search field in the pull-down menu to “PUBLICATION TITLE”, and enter the journal title, log, in the search box.

Click on the “SEARCH” button to run the search.

The article Mark Wigley wrote was published in issue fifteen of Log, and is titled “Anarchitectures: the forensics of explanation”.

To run a new search hover over the “ADVANCED” link under Avery Index to Architectural Periodicals, click on “ADVANCED” in the pull-down menu. Click on “CLEAR FORM” link to the right of the “SEARCH” button.

Boolean Statements in Avery

Avery provides you with the AND, or OR functions and parentheses to build Boolean search statements. For simple searches, i.e. keywords with only one synonym or similar term, enter your search words in the provided search boxes. You can always add, or remove rows as needed.

Type in search boxes: beirut AND (restoration OR city planning) AND (war OR conflict)

Using Truncation and Phrasing

To strengthen your searches, use truncation and phrasing.

Adding quotation marks around two and three word phrases searches for the exact phrase, and narrows your results. Add “ “ around “city planning”.


Truncation is adding a star (*) to the end of a stem word. It searches for all words that start with the word stem and broadens your results. Add * to restor* and war*.

The search statement should look like this now: beirut AND (restor* OR “city planning”) AND (war* OR conflict). To enter a new search click on “CLEAR FORM” link to the right of the “SEARCH” button.

**Boolean Statements with Multiple Synonyms**

The default “ADVANCED SEARCH” in Avery only permits you one synonym or similar term for each keyword. For keywords with more than one synonym or similar term, enter your entire search strategy as a single string in the first search box, using AND, OR, and parentheses, and keep your search field option as “ANYWHERE”.

Type in first search box: beirut AND (restor* OR rebuild* OR “urban renewal” OR “city planning”) AND (war* OR conflict)

**Applying Limits to Searches**

There are a variety of limits you can apply before you run your search. If you are writing a research paper, I recommend your document type limit be set to journal articles only. Check “JOURNAL ARTICLES” in the “DOCUMENT TYPE” limit.

I also only want articles in English or that have parallel English text, so I’ll apply that as a language limit for my search. Scroll down, and check “ENGLISH” in the “LANGUAGE” limit.

Click on the “SEARCH” button to run the search.

We’ve retrieved information about thirty-one articles.

**Sort Results**

Your results default to being sorted by relevance – this is the number of times the words or phrases you searched on appear in the article record. You can also sort your results by publication date, oldest or newest first.

Click on pull-down menu under “SORT RESULT BY” option on the right, select “PUBLICATION DATE (OLDEST FIRST)”, and click “SORT” button.

I’m going to select this article record, “The rebuilding of Beirut...” to review later.

**Narrow your Results**

You can also further narrow your results. The search I executed pulled up articles records from both scholarly journals, and trade and popular magazines. Most times, especially if you are searching on a specific project, this is fine. Other times though, for the purpose of writing a research paper you may only want articles from scholarly journals. Sometime this will be specified in your assignment outline.

I’m going to narrow my results to “PEER REVIEWED” and “SCHOLARLY JOURNALS” only.

We now have five article records in our results list. I’m going to select some more article records to review. Let’s look at the “Selected Items” list by clicking on the “4 SELECTED ITEMS” folder on the top left. This article looks interesting.

**Email, Print, Cite, and Export to Refworks**

Here is the record for the article, “A matter of life and debt: the untold costs of Rafiq Hariri’s new Beirut”, published in the *Journal of Architecture*. 
The Avery Index has several tools that can help you keep track of your research. You can email yourself or, print the article record, citation and if available the abstract, full text of the article, and any images; cite the article; and export the bibliographic information to a citation management tool of your choice. Hover over arrow next to “EXPORT/SAVE” tool to reveal pull down menu.

Select Refworks by scrolling down, and clicking on “REFWORKS”, since this is the citation management tool supported by the University of Toronto Libraries.

**Refworks**

Refworks is a web-based citation management tool that is available to University of Toronto students, faculty, and staff. It imports metadata from library catalogues, databases and the Internet. It allows you to save references in folders you create, create bibliographies in specified citation styles and export those references to add to your assignments.

Click on the “CONTINUE” button to launch Refworks.

**Login to Refworks**

If this is your first time using Refworks, or if you are new to the University of Toronto, start by clicking on the “SIGN UP FOR A NEW ACCOUNT” link. You’ll be asked to enter your email address (preferably you should use your University of Toronto email account), create a login name for yourself, and a password.

Click on “X” found on top right to close the pop-up window.

If you already have a Refworks account, just login.

Librarians at the University of Toronto create a variety of guides to help you with research and different tools. Click on this link for the “SCHOLARS PORTAL REFWORKS GUIDE” that has instructions on how to use Refworks, or go to [http://guides.scholarsportal.info.myaccess.library.utoronto.ca/refworks](http://guides.scholarsportal.info.myaccess.library.utoronto.ca/refworks). Click on Avery Index browser tab to return to your article record.

**Full-text Articles**

Now let’s find out if one of the libraries at the University of Toronto has the *Journal of Architecture* by clicking on the “GET OT! UTL” link.

The *Journal of Architecture* is available electronically, so the article is available as a full-text PDF through Serial Solutions. Clicking on the “PDF” link will bring up the article.

You can then read, save or print the full-text article. Let’s go back to the article record, and see how subject headings can help us in our research.

**Subject Headings**

Subject headings are standardized terms used consistently to represent the content of an item. Clicking on a subject heading will retrieve all the items given that specific subject heading

I’m going to click on the subject heading “CITIES AND TOWNS – LEBANON – BEIRUT”.

We’ve retrieved information about nine articles which share the subject heading “CITIES AND TOWNS – LEBANON – BEIRUT”. I’m going to select this item and look at the full article record. Select by clicking on the journal title, “Only theoretical: Beirut”.

Let’s find out if one of the libraries at the University of Toronto has the journal *Transitions* by clicking on the “GET OT! UTL” link.
We are seeing this *Serial Solutions* screen because *Transitions* is one of those journals that is not available electronically. The vast majority of architecture journals + periodicals are available only in print.

Clicking on the “SEARCH THE U OF T LIBRARY CATALOGUE” link will search the University of Toronto catalogue to find if, or which University of Toronto library has *Transitions*.

**Interlibrary Loan**

The “JOURNAL TITLE” search did not pull up a record for *Transitions*. This means that no University of Toronto library subscribes to this journal. Databases tell you what is out there in the world, not necessarily only what the University of Toronto Libraries system has. But this doesn’t mean you can’t obtain the article.

Click on *Serial Solutions* browser tab.

If a journal isn’t available on campus, you can request it from other institutions through *RACER*, the interlibrary loan service. You can request books, journal articles, and other materials from institutions worldwide using *RACER*.

Click on the “REQUEST AN INTERLIBRARY LOAN” link to create a request for the article.

*Serial Solutions* fills out all the bibliographic information needed to request your article. Due to copyright restrictions, articles are only available in print, so first select your pick-up location from the drop-down menu.

Then type your Login Number which is the sixteen digit barcode number on your Tcard, then your password which is the last four digits of your student number, and finally your University of Toronto email address.

Usually your article will be received within a week to ten days at the library you’ve specified. You’ll receive an email message alerting you when it has arrived.

**Need More Help?**

If you have any questions, or need more help using the *Avery Index*, check out the Shore + Moffat Library’s tutorial page on the *Architecture, Landscape Architecture, and Urban Design Research Guide* ([http://guides.library.utoronto.ca/architecture/tutorials](http://guides.library.utoronto.ca/architecture/tutorials)), or send me an email message at library@daniels.utoronto.ca, or come see us in person at the Shore + Moffat Library.

Be sure to check out the next video tutorial in the series. It will teach how to use *The Avery Index to Architectural Periodicals* to locate sources for architectural images.