# LabArchives
Recording literature searches and reviews

Electronic research notebooks can be used to record your literature searches, search results, relevant papers, comments and identified gaps. This guide describes methods for performing literature searches and managing your findings with LabArchives.

Initial notebook set-up

1. Click on the *New* icon and select *Add New Folder*. Name the new folder "Literature". This folder will be used to record your literature search progress, papers and reviews.
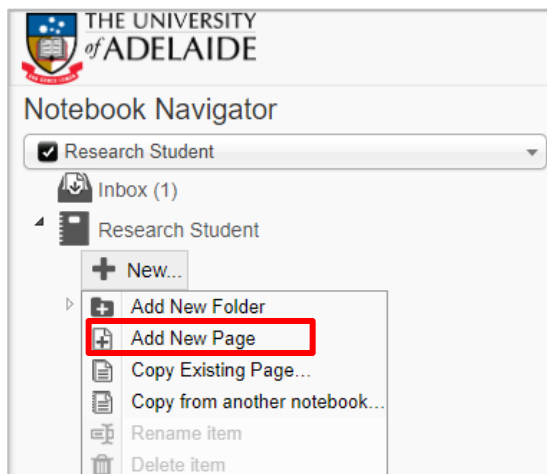
2. Click on *New* and select *Add New Page*. Name the new page "Resources". This page will record relevant websites, search tools, databases, journals, conferences, and references.
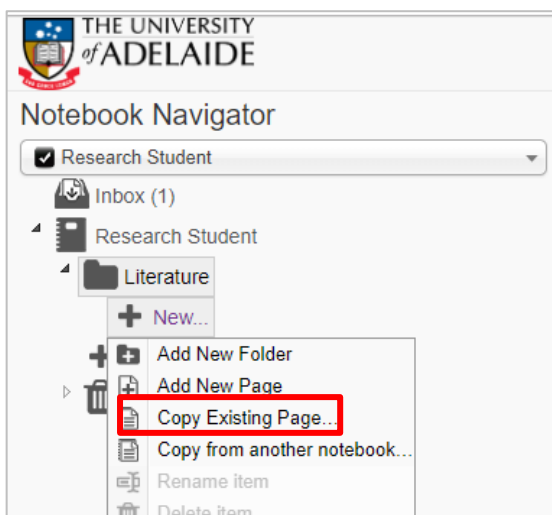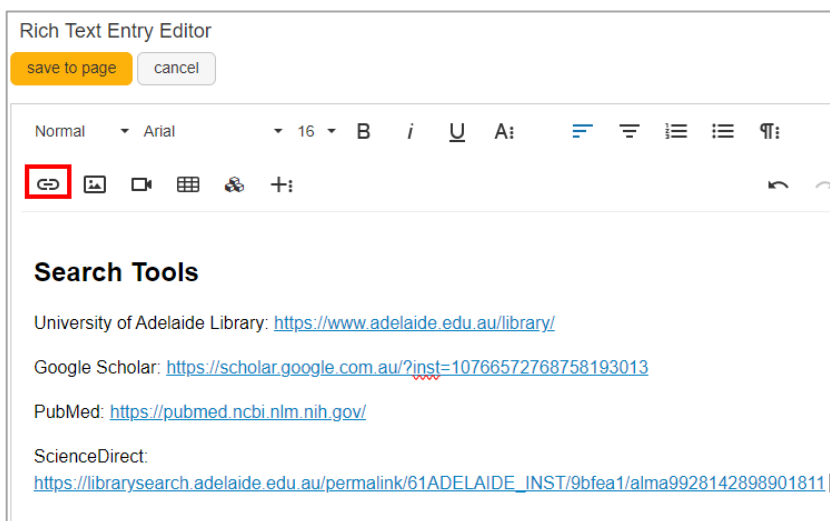
**Recording resources for literature searches**

1. In the Resources page, add a Rich Text entry with the heading **Search Tools**.

2. Add links to databases and search tools that you have or will use, such as the Library catalogue, Google Scholar, PubMed, Science Direct, and Web of Science. **Create links**. **Save** this entry to the page. For example:

3. Add another Rich Text entry with the heading **Journals**. Add the names of all known relevant journals and their web addresses. **Save** this entry to the page. For example:
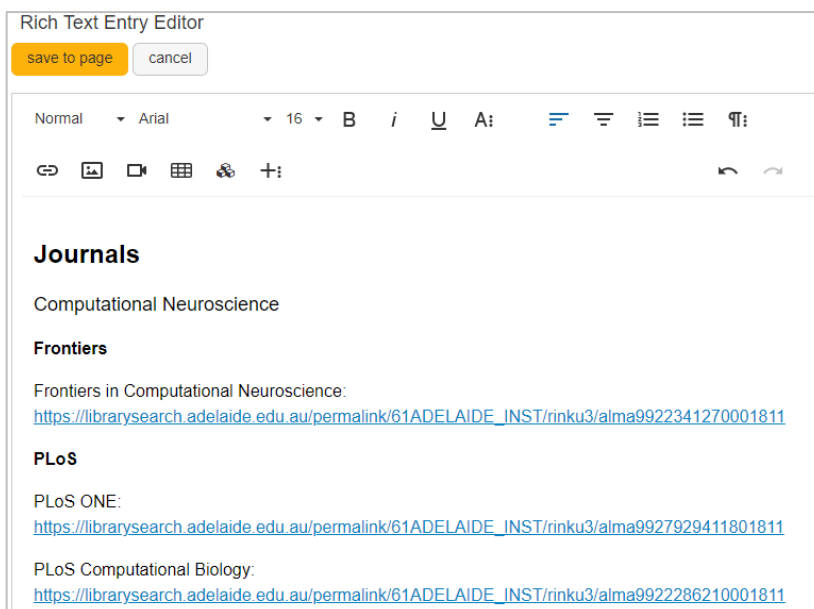
4. Add a Rich Text entry with the heading **Conferences**. Add the names of all known relevant conferences and their web addresses. **Save** this entry to the page.

Managing reference lists and reviews

1. **Add a folder** within your Literature folder and give it the **name of your research topic**. Use this folder to record search results, papers and writing related to your research topic.

2. Add a page in this folder and name it **References Lists and Reviews**.
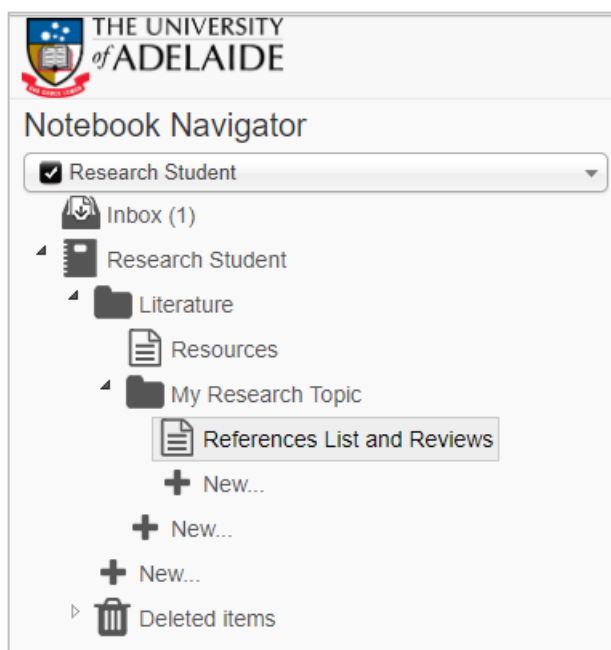
3. Reference lists can be created using Rich Text entries, copy-pasting or typing the information (title, date, authors, etc) of relevant publications.

4. Reference lists files created using a bibliographic management tool (e.g., Endnote or BibTeX) can be added as a page Attachment.

5. LabArchives also has a self-contained widget for searching and importing references from PubMed. This can be found in the Add Entry bar (it may be in the "More" drop-down menu).


6. Add Rich Text entries for dot-point summaries and/or reviews of publications. Reviews of significant papers may have their own entry. Page entries may also collectively review a set of related publications. If important theory is identified, it may deserve a detailed treatment elsewhere in your notebook.

Recording searches and results

LabArchives can be used to track your literature search, surveys of journals and conferences, record investigations of authors, research groups, and the references and citations of specific papers. For example:

1. Add folders and pages in your Literature folder for the search approaches you are going to use, that is, add:
    a. A page "Authors and Research Groups" for recording notes on relevant authors and research groups.
    b. A folder "Search Tool Results" with pages for recording searches and results of search tools (Google Scholar, PubMed, etc).
    c. Folders: "Journal Issues" and "Conferences Proceedings" with pages for each relevant journal or conference.
    d. A page "Paper References and Citations" for searches through publication references and articles that cite a publication.
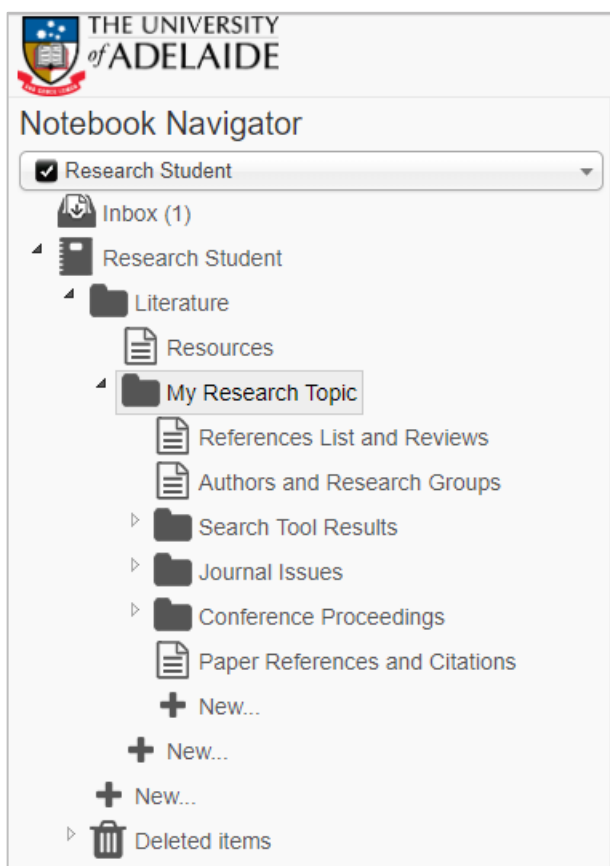
2. Add Rich Text entries to pages with a heading for the focus of the search: the author name, search tool, journal issue number, conference proceedings year, or publication title.
3. Follow steps for recording your search parameters and findings (see the suggestions below).

Surveying journals by issue and conference proceedings

Reviewing the titles and abstracts of papers in journal issues and conference proceedings increases your awareness of trends, new terminology, and can help you find relevant work that uses irregular terms.

Once you have added a page in your LabArchives notebook for the journal or conference:

1. Create a Rich Text entry with a heading identifying the year or number of the issue or proceedings you are reviewing.
2. Note the specific topic(s) of focus for your current review.
3. Take general notes about common themes, topics, and terms that appear in the issue or proceedings.
4. Record the titles, authors and abstracts of relevant papers.
5. Record the DOI or URL of these papers.
6. Optional: download the papers (you may consider attaching the files to LabArchives or storing them in Box with a link in LabArchives).
7. Copy the details of relevant papers into your compiled reference list for your literature review.
8. Repeat as necessary, creating a new rich text entry for the next issue or proceedings.

Search tools and results

Search tools, such as Google Scholar, Web of Science and Scopus allow publications to be found based on their relevance to search terms, the date of their publication, and authors.

Once you have created a page in your LabArchives notebook for recording search results:

1. Create a Rich Text entry with a heading identifying the search tool you are using.
2. Record the combination of terms used in the search, any search filters used, and the total number of results the terms returned.
3. Record the titles and authors of relevant publications.
4. Record the DOI or URL of these papers.
5. Optional: download the relevant publications for review.
6. Copy the details of relevant papers into your compiled reference list for your literature review.
7. Repeat for additional search terms.

Reference management tools such as EndNote, Mendeley and Zotero are also very useful in managing your references.

Searching publication references and for citing publications

The references of relevant papers can provide additional relevant literature to consider in your literature review.

Once you have created a page for Publication Background:

1. Choose a specific publication and create a Rich Text entry with the publication title as the heading.
2. Create a subheading for Relevant References.
3. Record the titles, dates and authors of any papers in the references that appear to be relevant.
4. Copy the details of these papers into your compiled reference list for your literature review.

Google Scholar and other academic search tools can also provide lists of publications that cite an article. This can be useful for finding recent related work. A suggested approach to recording your search:

1. Choose a specific publication title to search on Google Scholar (or a similar search tool).
2. Create or edit a Rich Text entry for this publication and record the date of the search.
3. Perform the search and record the number of articles that cite this publication.
4. Select the "Cited by…" link and record the titles, dates and authors of relevant papers.
5. Record the DOI or URL of these papers.

6. Optional: download the relevant publications for review.
7. Copy the details of relevant papers into your compiled reference list for your literature review.

Relevant authors and institutions

For some topics of research there will be key figures and institutions that have made significant contributions. These authors and research groups may deserve specific attention in your literature review.

Once you have created a page for Authors and Research Groups:

1. Create a Rich Text entry with the author or institution name as the heading.
2. Perform a Google Scholar search or search for personal or academic webpages.
3. Review their publications and record the titles, dates and co-authors of relevant papers.
4. Copy the details of relevant papers into your compiled list for your literature review.
5. Consider taking additional notes about the author or research group: Are they still active in the area? Are there some co-authors to follow up? Are there some related topics or search terms that might be worth investigating?