Information retrieval guide – Theology

The LibGuide for Theology is a user-friendly subject-specific tool where you can find the library services, books and databases for Theology on one place. You can find it at http://libguides.nwu.ac.za/theology-guide/home

At the first tab (Getting started) you can find useful manuals, e.g. the NWU referencing guide (with the guidelines for bibliographic references and the bibliography, according to the NWU Harvard style), the Information retrieval guide for Theology and abbreviations to be used for Bible books. For undergraduates there are the Guide for writing assignments/Gids vir die skryf van referate and for postgraduates the NWU manual for master’s and doctoral studies/Handleiding vir meestersgraad- en doktorale studies.

At the tab named Books you can search on the catalogue, and you can find guidelines and links for doing interlibrary loans. Interlibrary loans is the service through which postgraduates and staff can request journal articles and books/chapters not available in the collection of the NWU libraries from other academic libraries in South Africa. Users outside South Africa cannot request books, but they may request the table of contents from a book or one chapter to be scanned and e-mailed to them. (The Copyright Act limits this service to 10% or one chapter of a book.) Please contact the Library for assistance with interlibrary loans.

At the tab Articles you can find the procedure to search for a specific article. There is also a link to EbscoHost, an international database where you can search for articles (international articles, also some South African articles). Search on GoogleScholar for only scientific articles and books as results. For more results in full text you must go to GoogleScholar through the Library’s web page or the LibGuide. (When you go to GoogleScholar directly, you will find less articles in full text.) Type in your search terms and click on “Search”. On the next screen you can do an advanced search when you click on the menu in the left upper corner, which allows you e.g. to request a search in the title of the sources, or limit sources to e.g. 2007-2017. On African Journals you can find South African articles.

Always consult the staff of the Theology Library if you can’t find a specific book or journal article, we will gladly assist you.

At Theses and Dissertations you can do a search on ProQuest, a database with international theses available in full text. On the National ETD portal you can find South African theses in full text electronically, and at NDLTD electronic international theses.

At eReference works you can find electronic commentaries, as well as lexicons in Hebrew, Greek and Latin. Oxford Reference Online contains information from all the Oxford subject dictionaries, which makes it an excellent source of scientific definitions. Also take a look at the other encyclopaedias and dictionaries.

At Research support you can find a template for doing your thesis according to the stipulations of the NWU (margins, spacing, title page, table of contents, etc.). Under the heading “Research output” you can find a manual with guidelines on how to create your ORCiD profile. Use the bibliographic manager EndNote for the easy management of consulted sources and creation of the bibliography. (Instructions on page 3, under “Postgraduates”.)
At **Websites and Resources** you can find full text resources, links to websites with free full text resources, as well as different translations of the Bible. There is a link for criteria to use in the evaluation of information from the internet to determine whether it is scholarly information and suitable for research.

The **How to** tab provides several manuals, e.g. on how to search on the databases, how to find a book or journal article, general guidelines for compiling bibliographies, as well as other useful manuals.

The tab named **Ancient languages** provides reference works as well as other full text sources on this subject field, including grammatical works.

The tab **Portuguese users** contains numerous links to full text sources in Portuguese, “NWU Guia de Referencias”, “Manual para Estudos de Mestrado e Doutorado”, and much more information in Portuguese.

These are only some of the features of the LibGuide. Please take some time to explore the LibGuide, as there is much more than the above-mentioned.

**For access to databases you will be prompted for:**

Username:  **Surname**

Password:  **Student number**

Please contact the librarian, [Hester Lombard](mailto:hester.lombard@nwu.ac.za) should you need research assistance, or if you can’t get access to the databases.

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**NO Wikipedia!**

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**Tips and information about the databases:**

- Follow these [guidelines](#) to plan your search strategy and identify search terms.
- Use more than one search term, and search on more than one database.
- Do an advanced search to do a more specific search (e.g. in the title).
- Look out for help options and links (e.g. other authors on the same subject, other articles by this author).
- Keep record of the bibliographic details of all sources consulted.
- Use bibliographies of good articles/books to identify other sources.
- Your bibliography must be compiled according to the NWU Harvard style, as found in the first section of the NWU referencing guide or the NWU verwysingsgids.
- When you compare Google v Library, you will find that the Library provides the scientific, organized, free and reliable information.
- When using information from the internet, make sure it is scientific information.

Search on EbscoHost for international and SA journal articles, using these guidelines.

Search on African Journals for SA journal articles, using these guidelines.

Search on ProQuest for international theses and dissertations, using these guidelines.

On GoogleScholar your results are limited to scholarly/scientific publications. Remember to go there through the Library’s web page. Use these guidelines.

Search on Oxford Reference Online for scientific definitions from subject dictionaries, using these guidelines.

Use these guidelines to search for a book on the catalogue.

Follow this procedure to find a specific journal article.

POSTGRADUATES

Please contact the information librarian to request an advanced information search.

For EndNote, the bibliographic manager, you can find the link and download instructions under Research support (LibGuide).

You need a username and password for eFundi to download EndNote. A default password is created during registration. For more information and options to change it, go to eFundi:

Click at the Home tab (LibGuide) on eFundi.
Click on the left on Reset Passwords.
Click on Get a NEW password.
Complete your details and Submit to receive a password. (This password is only for EndNote and eFundi, and NOT for database access.)
Please contact Zine Sapula (Zine.Sapula@nwu.ac.za) for assistance with passwords and EndNote.