

ACE Quick Guide to Google Scholar

What is Google Scholar?

Google Scholar is an academic search engine which can be used to quickly locate credible scholarly resources, such as peer-reviewed **journal articles, books, conference papers,** and **chapters from edited collections.**

How to Use Google Scholar:

1

Make a list of keywords to search. You can use Google Scholar at **any stage of the assignment writing process.** If you are undertaking preliminary research at the beginning of term you may **use the assignment brief to identify search terms** or search for the **main concepts explored in class.** If you are further on in your research, you may be reviewing your assignment on a paragraph-by-paragraph basis and listing the **themes and buzzwords in individual sentences.**

2

Write down synonyms and associated terms for your keywords. For example, 'hierarchical organisation' could be accompanied by 'top-down organisation', 'autocratic leadership' and 'centralized control', alongside 'bottom up' for the opposite perspective. **Varying your search terms will yield different results.**

3

Open [Google Scholar](#) and search for your keyword. This will generate a range of academic texts, which can be narrowed further by **amending the publication date range** on the left (see Figure 1 below) or by **clicking the search bar for further suggestions** (see Figure 2). If your original search is unsuccessful, you can search for synonyms and related terms.

Having located a relevant resource, you should **assess its currency** (if unsure, clarify with your lecturer how recently published your sources must be) and **its influence** – you can see how many other peer-reviewed texts have referenced your chosen source beneath the title (see Figure 3).

4

5

To open the resource, **click on the PDF or HTML link to the right**, not on its title (see Figure 4).

Read through the source's abstract, keywords, and introduction before deciding whether to read the whole text. Take **purposeful notes** related to the aspect of the assignment being answered. If the source is particularly useful, **check out its reference list and read some of these sources** (the 'Snowball' approach).

6

Additional Resources

The ACE Quick Guide to Academic Reading Strategies explores different ways of engaging with scholarly texts to ensure you maximise your self-study time.

The ACE Quick Guide to Evaluating Sources and Reading Critically offers additional guidance on reading with purpose and assessing the strengths and limitations of scholarly resources in relation to your own professional practice.

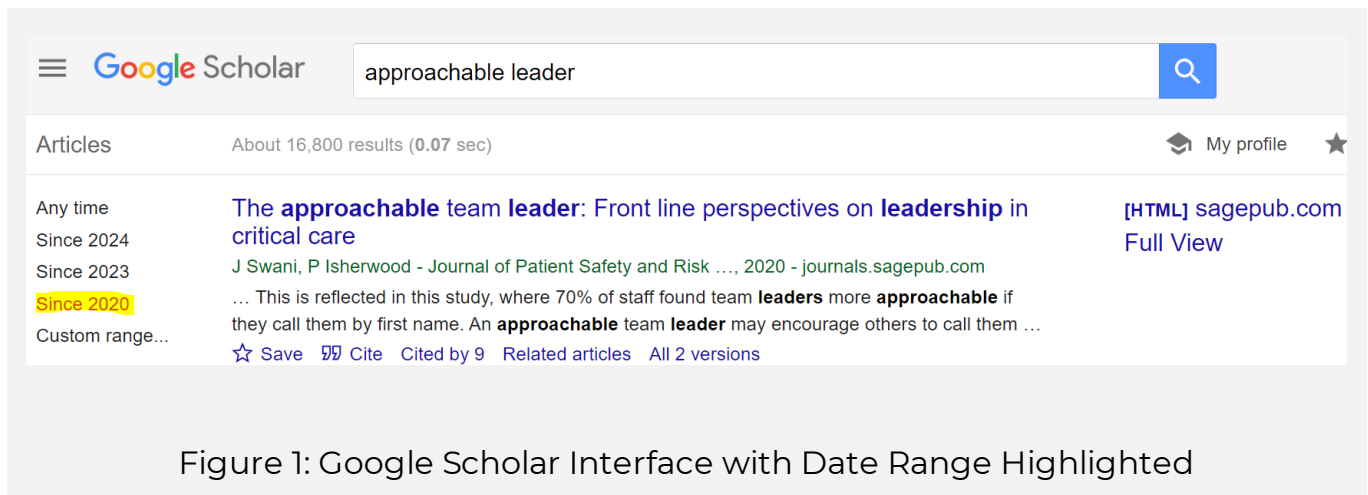


Figure 1: Google Scholar Interface with Date Range Highlighted

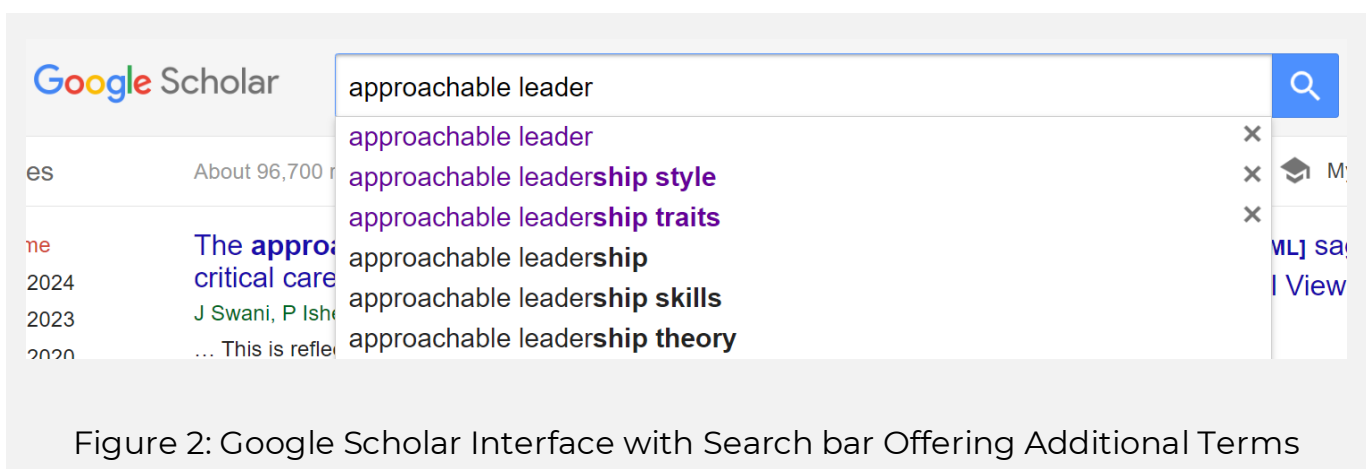


Figure 2: Google Scholar Interface with Search bar Offering Additional Terms

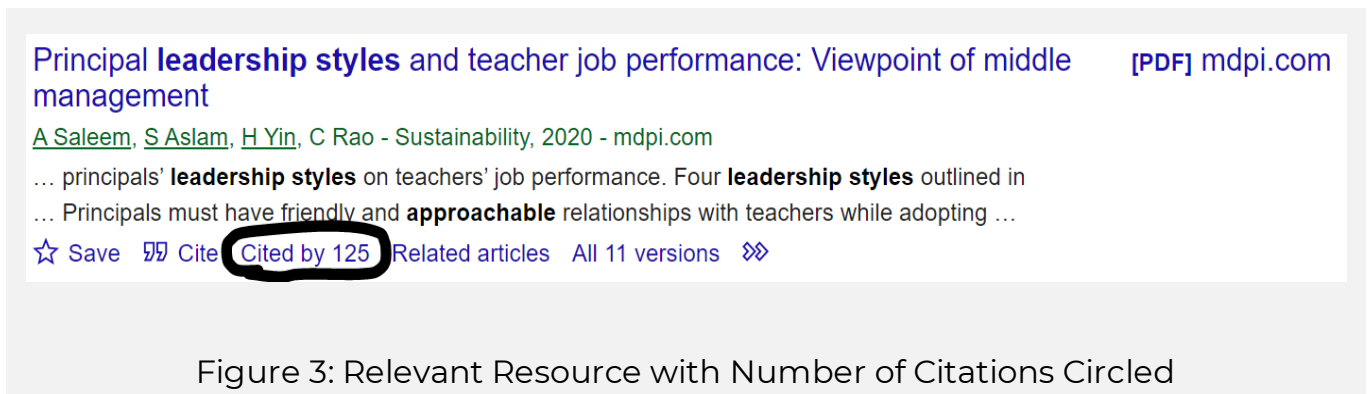


Figure 3: Relevant Resource with Number of Citations Circled

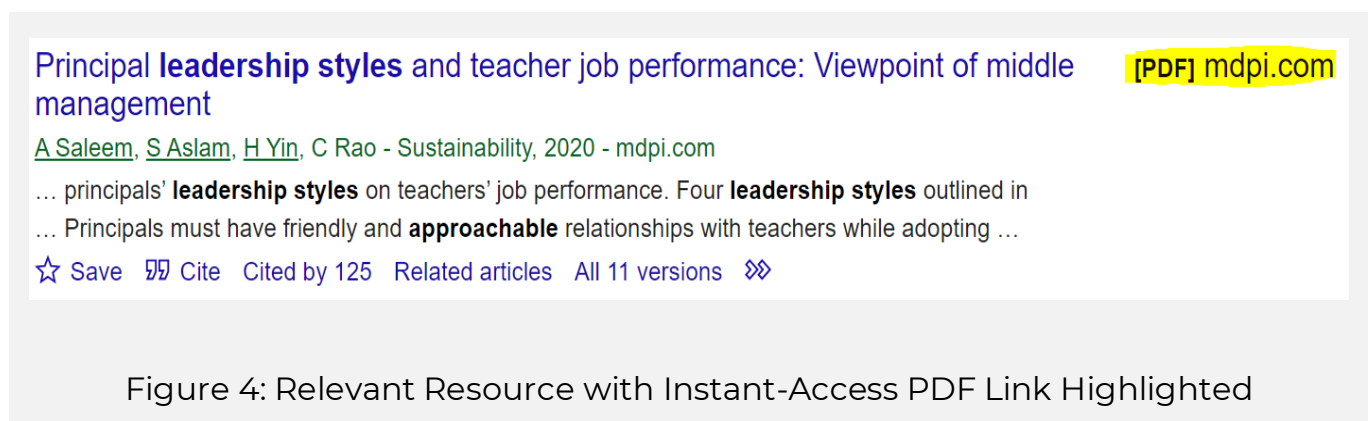
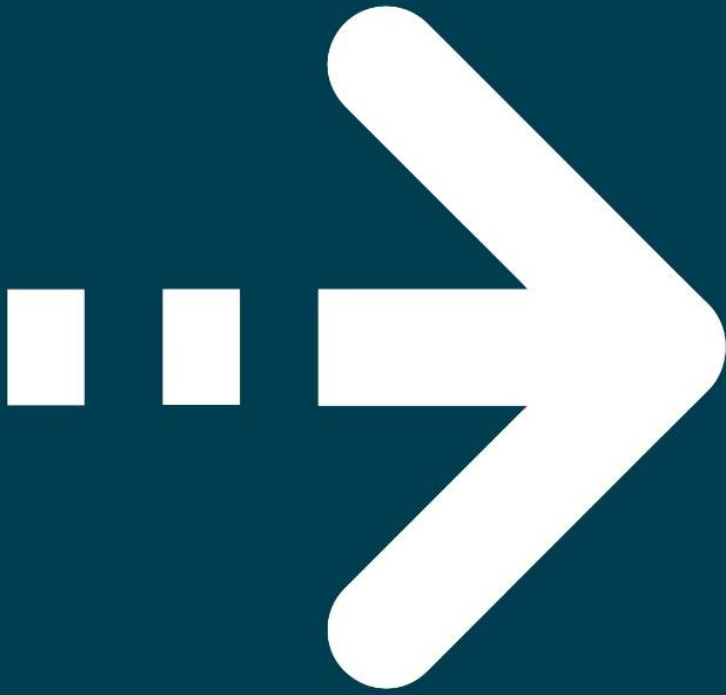


Figure 4: Relevant Resource with Instant-Access PDF Link Highlighted



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