



UNIVERSITY OF
PUBLIC SERVICE
LUDOVIKA

Traditional and online services of the university library: use of databases and publication support tools for doctoral students

UPS University Library

Digitization and Content Services Department

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Themes

- Traditional services of the library
- Full-text databases available at UPS
- Reference databases available at UPS
- Steps of the publication process:
hints, tools and dangers
- Publishing open access

Use of the Library

- Registration - free of charge
- Opening hours:

Monday – Thursday: 9.00-18.00, Friday: 9.00-16.00

- Online catalogue: <https://liberty.uni-nke.hu>
- Foreign language books collection
- Loan policy: 10 books for 1 monthes
- Free self-service scanner

Advantages of online access

- Unlimited copies
- Accessible from anywhere (even from home).
- Easy to search in the document
- Easy to find literature
- Highlighting and note-taking functions
- Easy to cite
- Automatic search alerts

Full-text databases at UPS

<https://www.uni-nke.hu/konyvtar/adatbazisok>

Multidisciplinary databases

- Akadémiai Kiadó folyóiratai
- Cambridge University Press Journals
- De Gruyter Journals
- Ebsco Academic Search Complete (until 31/12/2022)
- Jstor
- Proquest Central (until 31/12/2022)
- SpringerLink
- Taylor and Francis (SSH, S&T)
- Wiley Online Library (until 31/12/2022)

Full-text databases at UPS

Thematic databases

- Brill – Foreign Law Guide (until 31/12/2022)
- Brill Journals – HSS (until 31/12/2022)
- Brill Journals - International Law and Human Rights
- Brill Jus Mundi (until 31/12/2022)
- HeinOnline
- IEEE (until 31/12/2022)
- Jstor Security Studies
- Oxford University Press Journals – HSS and Law Collection
- Oxford Handboks Online – Criminal Justice, Law, Sociology
- Sage – HSS (until 31/12/2022)
- Statista (until 31/12/2022)
- World Politics Review (until 31/12/2022)

Full-text databases at UPS

New thematic databases from 2023

- Emerald - Public Policy & Environmental Management

Accessing databases

- From computers in the UPS network (based on IP)
- Using the university VPN - remote (home) access
 - can be requested at <https://servicedesk.uni-nke.hu/>
- eduID, Shibboleth access – remote (home) access
 - <https://www.uni-nke.hu/konyvtar/adatbazar-ajanlok/adatbazarok-elerese-eduid-val>
 - Login name: Neptun ID, Password: date of birth separated with the bold characteres (yyyy**P**mmm**w**ddd)

Use of full-text databases in practice

- Simple and advanced search
- Search operators - *, ?, AND, OR, NOT, "", (),
- Use of filters
- Additional tools available with registration
 - Saving results
 - Search history
 - Set up automatic search alerts

Freely available (open access) sources

Gold Open Access journals, books

- CORE - <https://core.ac.uk>
- DOAJ - <https://doaj.org>
- DOAB - <https://www.doabooks.org>
- Scilit - <https://www.scilit.net>

Open access articles in hybrid journals

Repositories

- UPS Knowledge Portal - <https://tudasportal.uni-nke.hu/tudasportal/>
- Hungarian Academy of Sciences' Repository - <http://real.mtak.hu/>

Public databases

- EUR-Lex
- European Parliament Legislative Observatory
- EuroStat
- Global Health and Human Rights Database
- UN Digital Library

Access to sources outside the UPS portfolio

Interlibrary Loan

- Expected fulfillment 1-4 days
- From Hungarian libraries, in digital form free of charge,
From abroad: €10-15
- Place an order at kozig.kozi@uni-nke.hu

Reference databases

- Bibliographic data
- Scientific field classification
- Bibliographies
- References
- Citation
- Funding data



- Mapping literature
- Scientometrics
- Research evaluation

Reference databases

- Google Scholar (free)
- Dimensions (has a free version)
- Scopus (UPS subscription)
- **Web of Science (UPS subscription until 31/12/2022)**

Comparison of reference databases

Aspects	Web of Science	Scopus	Dimensions
Getting into the database	Difficult, strict conditions must be met	Moderately difficult, meeting certain form and quality requirements	Based on CrossRef, it indexes everything that has a DOI
Regional and language coverage	Primarily in English, American journals are present with greater emphasis	besides English, other languages are also present, it also focuses on Europe	All languages and regions appear in it
Date coverage	From 1975	From 1970	From 1665
Disciplinary coverage	Multidisciplinary, especially strong in life sciences, hard sciences, and IT	Multidisciplinary, especially strong in social sciences	Multidisciplinary
Update	Daily	Daily	Daily
Number of journals	21.000	26.000	104.000
Metric	Impact Factor	Scimago Journal Ranking	Alternative metrics

Web of Science in practice – search for literature

<https://webofknowledge.com>

- Search operators (*, ?, AND, OR, NOT, "", (), NEAR/x)
- Article metadata with abstract
- Bibliography (Cited references)
- Citing articles (Times cited)
- Citation network (Related records)
- Direct access to open access articles and subscribed content
- Automatic search alert
- Automatic citation alert

Publication requirements

- Peer-reviewed journal
 - Indexed by an international database
 - Validated by the IXth department of the Hungarian Academy of Sciences
 - Included in the list of peer-reviewed journals in the Hungarian National Scientific Bibliography (MTMT)
- Scimago Journal Ranking (Q1-Q4) -

<https://www.scimagojr.com/>

Finding the right journal

- Definitely peer-reviewed
- Choosing the right level
- The article meets with the scope of the journal
- Expected time of first response
- Expected time of acceptance
- Acceptance rate
- Open access support

Predator (parasite) journals

Signs

- Unsolicited request for publication
- Limited, uncontrollable, controversial contact data
- Journal title, discipline, mission differs from the articles contained
- Extensive, truthless editorial board
- Incredibly fast article acceptance and publication
- Posting false metrics and databases on their site
- Unprofessional website, containing errors, advertisements

Avoiding predator journals

- Think Check Submit <https://thinkchecksubmit.org/>
- Indexed in international databases
 - Web of Science <https://www.webofscience.com>
 - Scopus <https://www.scopus.com>
 - DOAJ <https://doaj.org/>
- Indexed in Sherpa Romeo <https://v2.sherpa.ac.uk/romeo/>
- Journal status in Hungarian National Scientific Bibliography (MTMT)
- Suspicious signs on the journal's website

Finding the right journal

Reference databases, full-text databases

- Analysing the thematic search result list

Journal suggester services (independent of publisher)

- [Web of Science Manuscript matcher](#)
- [Enago – Open Access Journal Finder](#)
- [Open Journal Matcher – DOAJ](#)
- [Edanz – Journal selector](#)
- [Journal Guide](#)

Publisher's journal suggester services

- [Springer journal suggester](#)
- [Taylor and Francis journal suggester](#)

Article writing

- Include own research results
- It has not been published elsewhere, not even partially
 - We can only submit to one journal at a time
- Compliance with the formal requirements of a journal
- Use of reference management software
 - Zotero – <https://www.zotero.org/>
 - Mendeley – <https://www.mendeley.com>
 - EndNote – <https://endnote.com/>

Submission

- Use your ORCID – <https://orcid.org/>
- Provide your affiliation correctly
- Use your institutional email address

Peer-review

- Blinded peer-review
- Double blinded peer-review
- Open peer-review

- Accepted
- Minor revision
- Major revision
- Rejected

Costs related to publication

- Overpage charge
- Colour figure charge
- Submission fee
- Article processing charge (APC) – open access publishing

Published

- Several months between acceptance and publication
- Early access
- Open access - freely available and shareable
- Closed - only available to subscribers on the publisher's website

Copyrights

- Creative commons licenses - (open access)
- Publisher Licenses <https://v2.sherpa.ac.uk/romeo/>
 - Embargo
 - Preprint – submitted manuscript, before acceptance
 - Postprint – reviewed and accepted manuscript
 - Published – final version at publisher's page

Dissemination

- Gold open access publishing
- Repository – [UPS Knowledge Portal](#)
- MTMT upload
- Scientific social networking sites
 - [Researchgate](#)
 - [Academia.edu](#)
- Own or institutional website

Open access Publishing

- Extreme increase in subscription fees (journal crisis)
- Gold open access (publisher site) - APC cost
- Green open access (author archiving, repository)
- Everyone can access the article
- Higher visibility
- Higher number of citations
- Publishing rights remain with the author

Creative Commons licenses

<https://creativecommons.org/about/cclicenses/>

- CC-BY
- CC-BY-NC
- CC-BY-NC-ND

UPS Open access agreements

<https://www.uni-nke.hu/konyvtar/adatbazis-ajanlok/open-access-publikalasi-lehetosegek-adatbazisokban>

- Akadémiai Kiadó (100% of APC fee is covered)
- Cambridge University Press (100% of APC fee is covered)
- De Gruyter (100% of APC fee is covered)
- Oxford University Press (100% of APC fee is covered)
- Springer Nature (100% of APC fee is covered)
- Taylor and Francis (100% of APC fee is covered from 2023)

Requirements

- Affiliation of the corresponding author is UPS
- The date of acceptance of the article is 2023
- The journal is covered by the contract
- Only research papers are supported
- The publishers identify the articles by institutional e-mail address (.uni-nke.hu) and affiliation

Contact

If you have any questions, feel free to ask the library:
dto.konyvtar@uni-nke.hu



THANK YOU!

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