

Digital Resources Handbook

Engr. Abul Kalam Library

NED University of Engineering & Technology

Introduction

This handbook has been compiled to introduce the world class digital resources available in NED University of Engineering and Technology. The purpose of purchasing these very expensive resources is to provide a platform for enhancing the research capabilities of our students, researchers and faculty members.

Digital resources available at NED University includes: international scholarly literature such as journal articles, e-books, thesis, dissertation and standards. This scholarly literature can be accessed from reputable data bases such as Elsevier Science Direct, IEEE, Springer Link, Taylor & Francis. This document identifies access mechanisms of these databases both on campus and off campus and also guides for quick and easy search techniques.

Citation managers are another feature which is available for efficient documentation write up. It allows quick and easy means for generating citations for academic reports, proposals and research papers.

The first chapter introduces the Library website and identifies the various digital resources available to NED University through Library Website.

The second chapter explains the service SUMMON 2.0 which is a single interface to search over 12 online databases containing Journal Articles, Ebooks, Thesis and Dissertation.

The third chapter is about Proquest Ebook Platform, and its features related to online reading, creating your own book shelf, reading lists, etc.

The fourth chapter introduces the Citation Manager RefWorks. This chapter details creating a Refworks account to store references of articles and books and generating BibTex files for use with LaTeX.

Chapter five explains how to create bibliographies for documentation write ups in Microsoft Word using Write n Cite Plugin in required styles, such as IEEE, AMA, etc.

The last chapter is about accessing the Digital Resources off campus using NED Virtual Private Network VPN.

How to Use this Handbook

This is a self-explanatory books starting from Chapter 1 which introduces the resources and continues on.

It's not meant to be read straight through, like a novel or a class curriculum; rather, is meant to be an active reference—a book you can flip through to find useful guidance on specific topics when you need to do the tasks discussed here.

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1. Engr. Abul Kalam Library Website

The Library website contains all the information about the library holdings (books, journals, non book material), digital resources, lending services, membership procedures, news and events, upcoming webinars, etc.

1.1. Access Digital Resources through Library Website

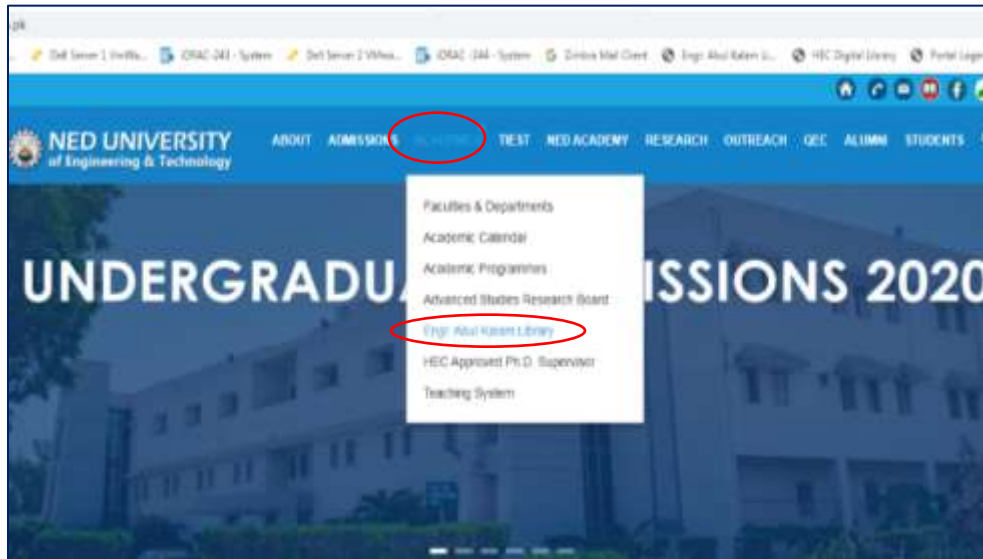


Figure 1.1-i

Go to NEDUET website
<http://www.neduet.edu.pk>.

Click on Engr Abul Kalam Library in Academics Tab



Figure 1.1-ii

Library Website
<https://library.neduet.edu.pk/>

Explore the links available in Digital Resources Block

1.2. Overview of Digital Resources

Scholarly Databases	
1. American Institute of Physics	Physics, Industrial Applications (Applied Physics), Advances in Scientific Computing.
2. Association of Computing Machinery	Information Technology
3. Elsevier Science Direct	Engineering, Chemical Engineering, Computer Science, Materials Science
4. Emerald	Management, Social Sciences, Information Science, Engineering
5. Institute of Electrical & Electronics Engineering IEEE	Electrical Engineering, Computer Science, Computer Systems
6. Springer Link	Science, Technology and Medicine
7. Taylor & Francis	Humanities, Social Sciences, Applied Sciences
8. Wiley Blackwell	Science, Technology, Medicine, Humanities, Social Sciences
E Books	
Proquest Ebook Central (180,000+)	Science, Technology, Medicine, Humanities, Social Sciences, Arts, Business
Dissertation and Thesis	
Proquest Dissertation and Thesis	Science, Technology, Medicine, Humanities, Social Sciences, Arts, Business
Standards	
ASTM Standards	Industry leading standards and technical engineering information
Citation Manager	
Proquest RefWorks	For Research Work

2. Start your research using Summon

2.1. What is Summon

Summon is a great place to start your research.

Summon provides a single interface to search all the scholarly databases (IEEE, Science Direct, ACM, etc), ebooks, dissertation and thesis and standards from a single search box.

2.2. Accessing Summon

Go to Engr Abul Kalam Library Website at <https://library.neduet.edu.pk>



Figure 2.2-i

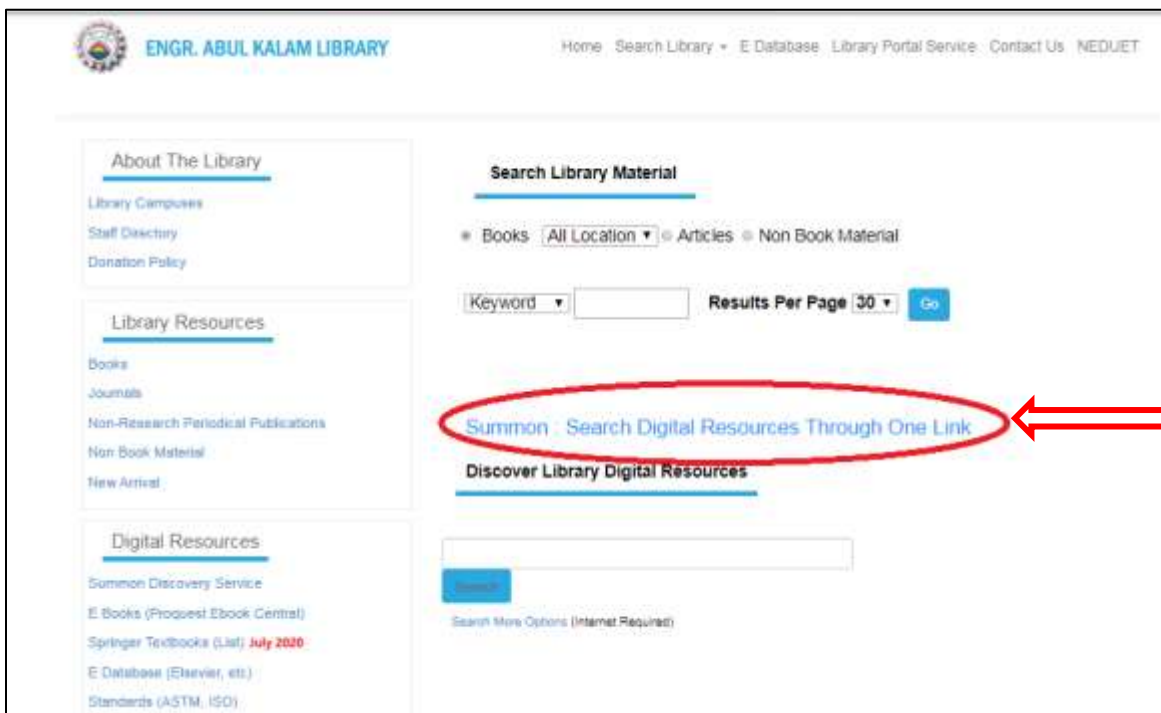


Figure 2.2-ii

2.3. Exploring Summon

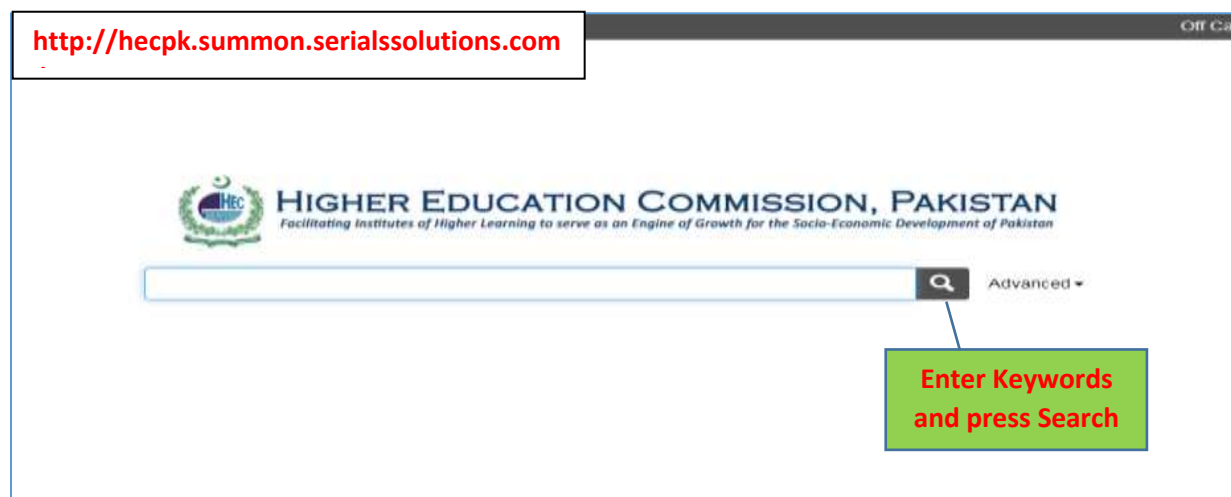


Figure 2.3-i

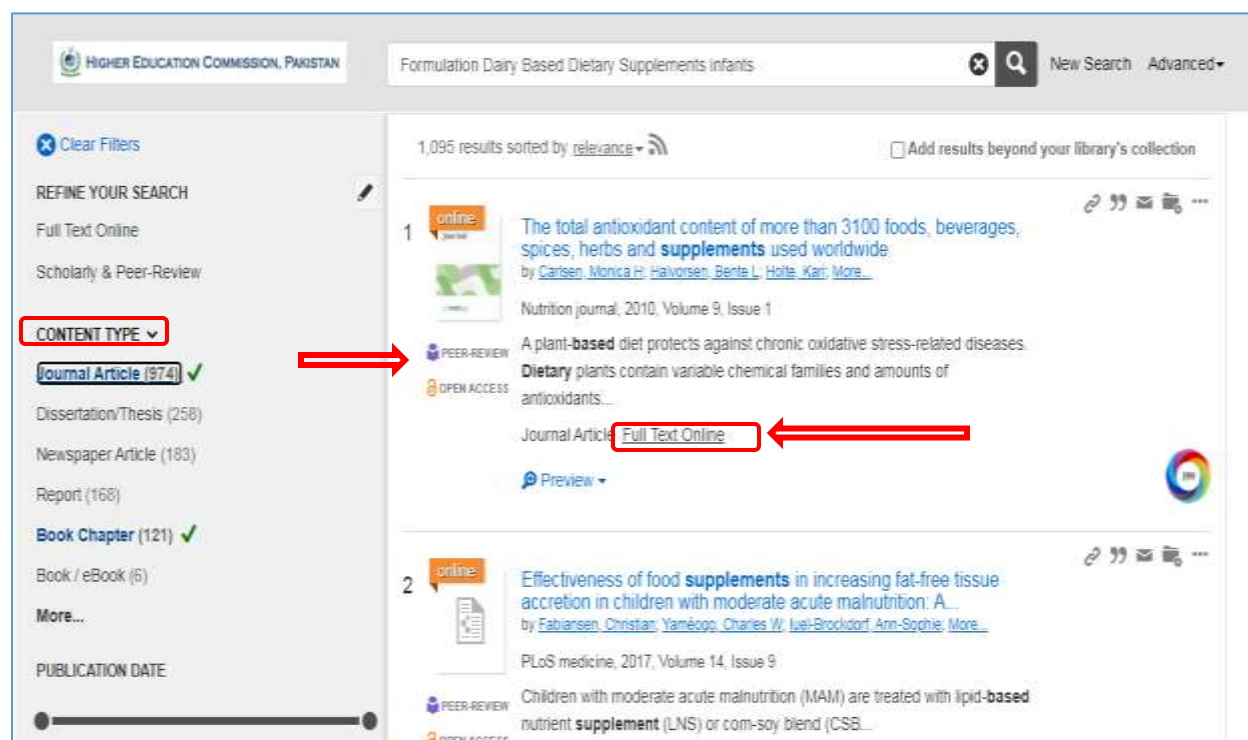


Figure 2.3-ii

- Use Content Type tab on the left to select Journal/Article, Dissertation/Thesis or Book Chapter result
- Peer Reviewed / Open Access status of result is provided in the search results.
- Click on Full Text Online to go to item.
- Download items as required. (Note: In order to download ebooks, an account has to be created on Ebook Central Platform. See [Create account on Ebook Central](#))

2.4. Export Citations from Summon 2.0 to RefWorks

This feature requires that you have an account on RefWorks. (See: [Create an account on RefWorks](#))

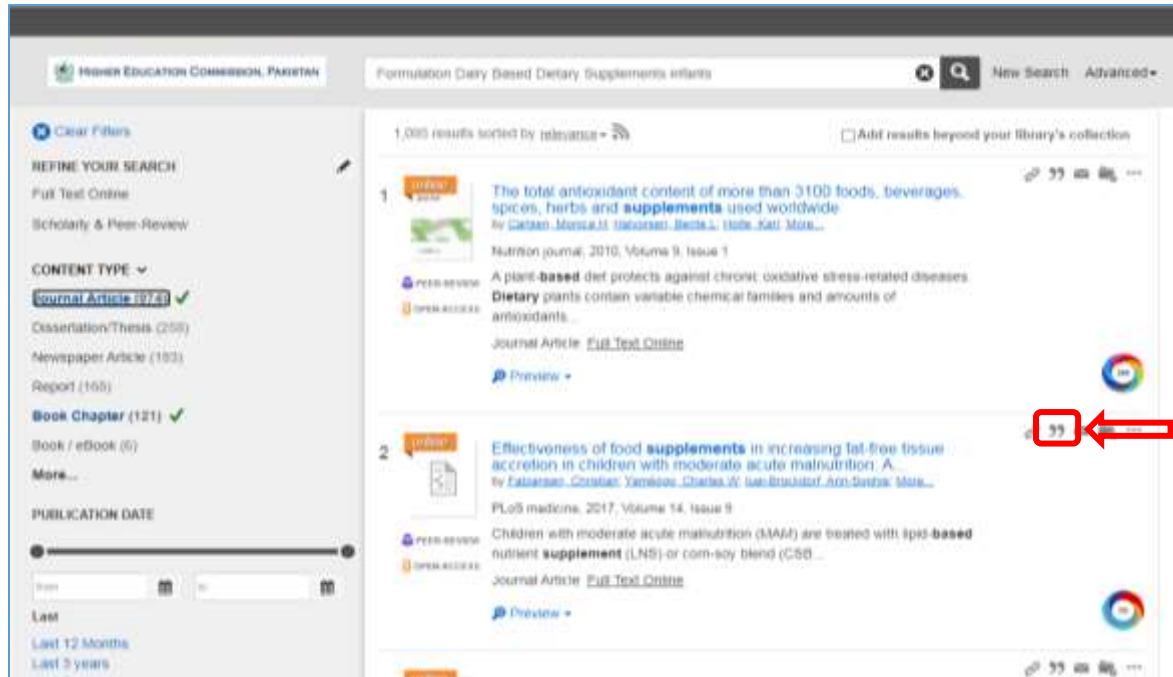


Figure 2.4-i

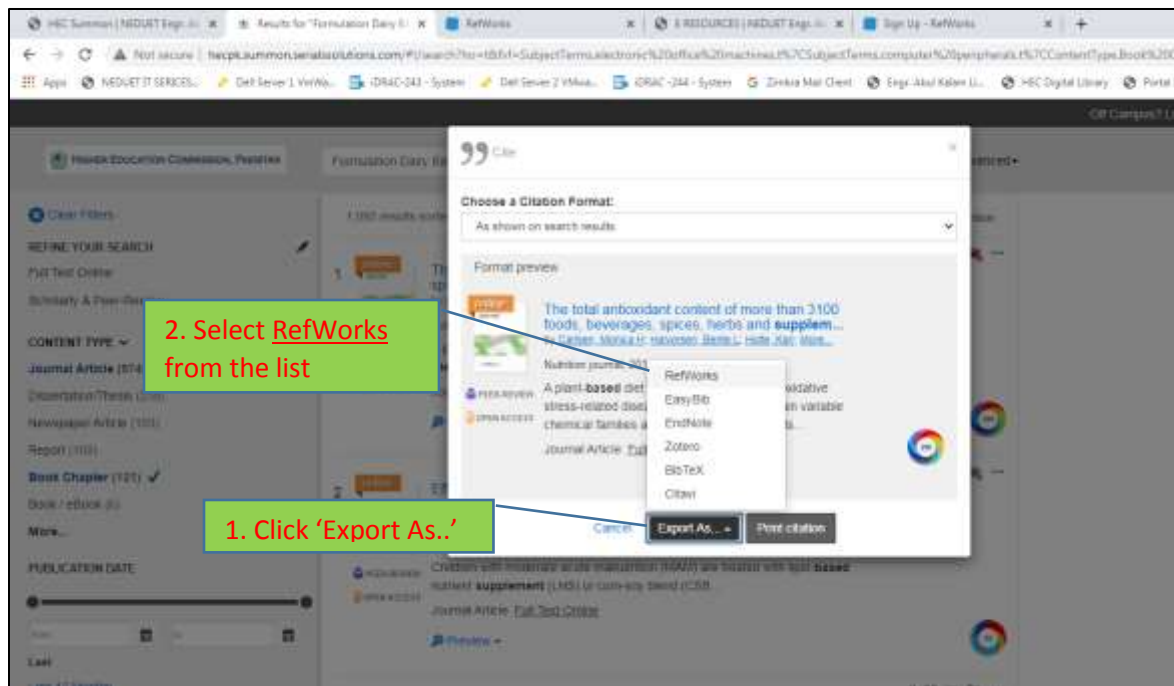


Figure 2.4-ii

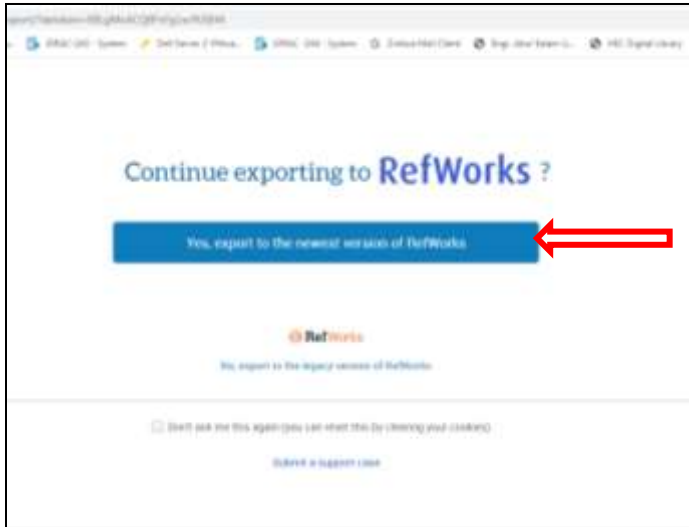


Figure 2.4-iv

Sign In at REfworks if required.

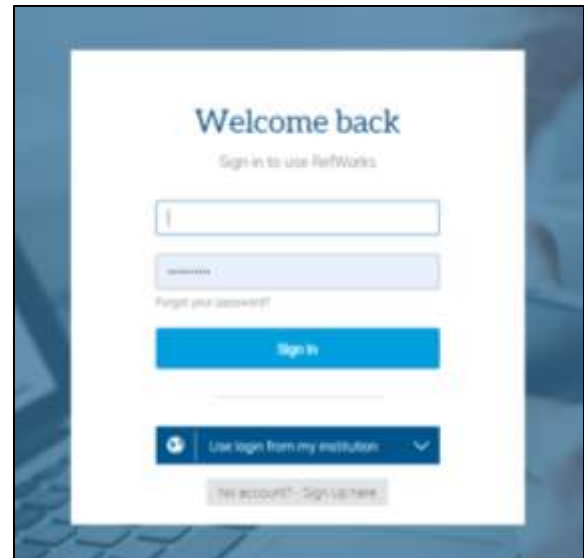


Figure 2.4-iii

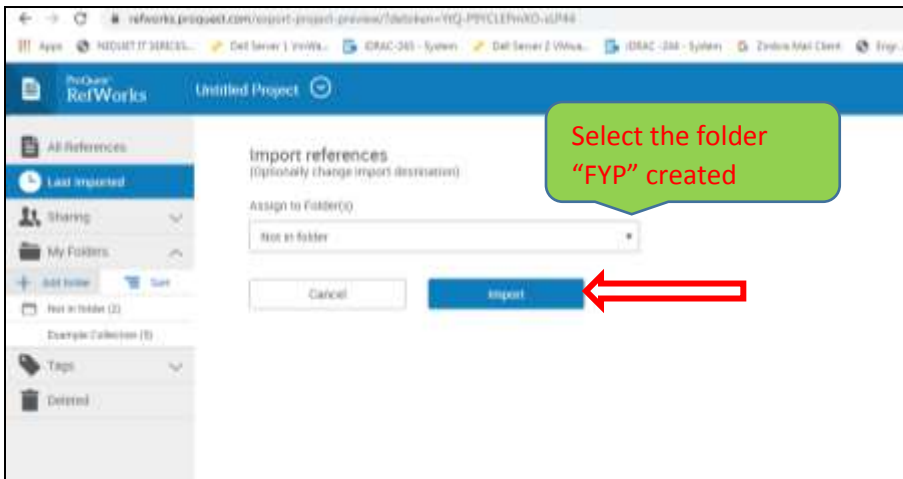


Figure 2.4-v

Repeat the process for all chosen articles.

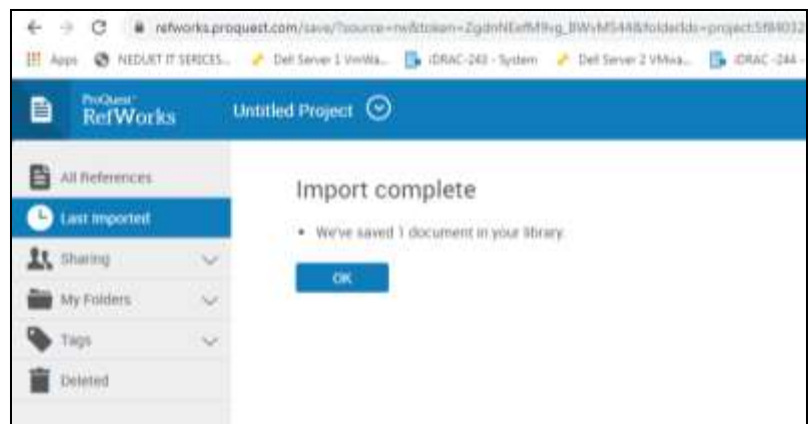


Figure 2.4-vi

3. Features of Ebook Central Platform – Online Reading, Downloading, Bookshelf.

3.1. What is Ebook Central

Ebook Central provides authoritative ebooks in a range of subjects from the world's top publishers.

You can use Ebook Central to quickly and easily find relevant ebooks and chapters; read online; search within the ebook; and highlight, take notes and bookmark pages in your online copy, stored on your bookshelf for you. You can also share your research with others, download ebooks and chapters to your laptop or mobile device, and more.

Ebooks can also be searched using Summon searching. However Ebook Central provides many personalized features which are discussed here. These features requires users to have personal accounts on the platform.

3.2. Create Account on Ebook Central

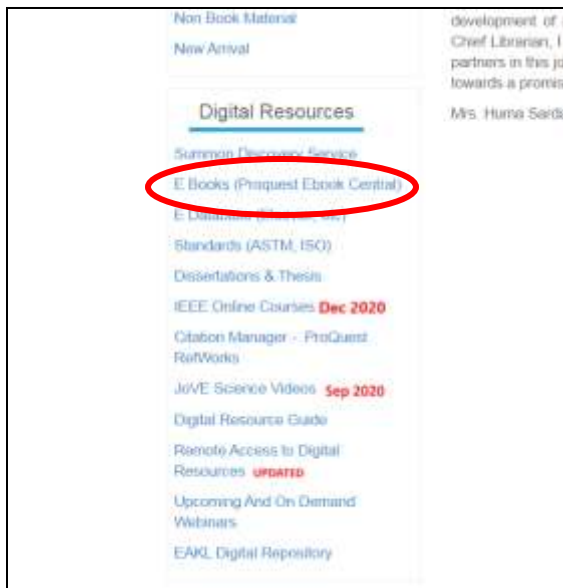


Figure 3.1-i

Go to Library Website <https://library.neduet.edu.pk/>

Click on Ebooks (Proquest Ebook Central) in Digital Resources Block.

Click on the Sign In Link to create an account.

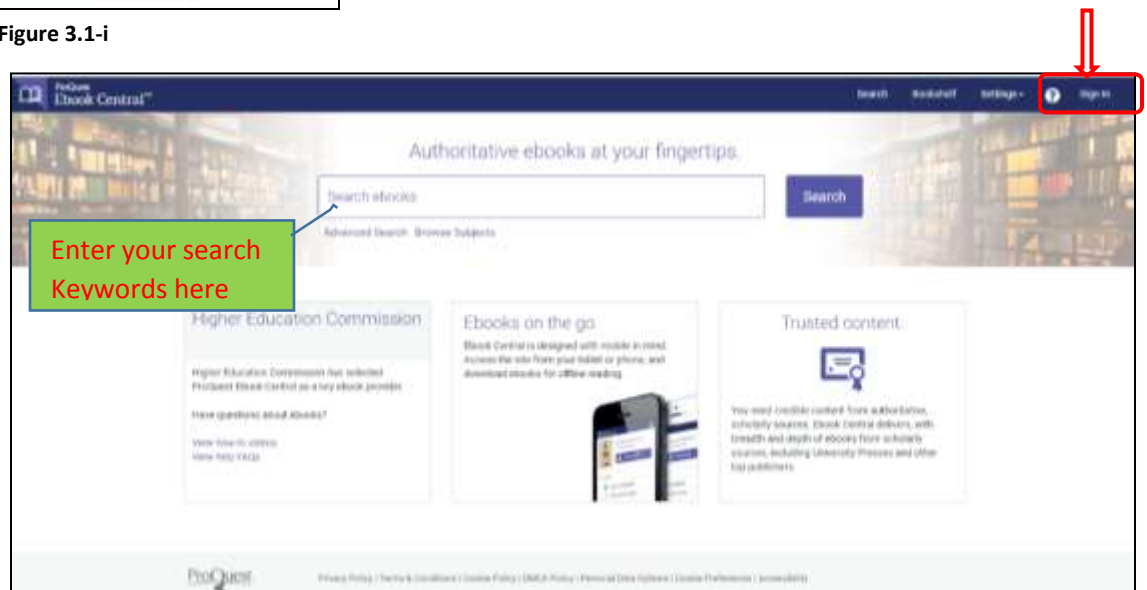


Figure 3.2-ii

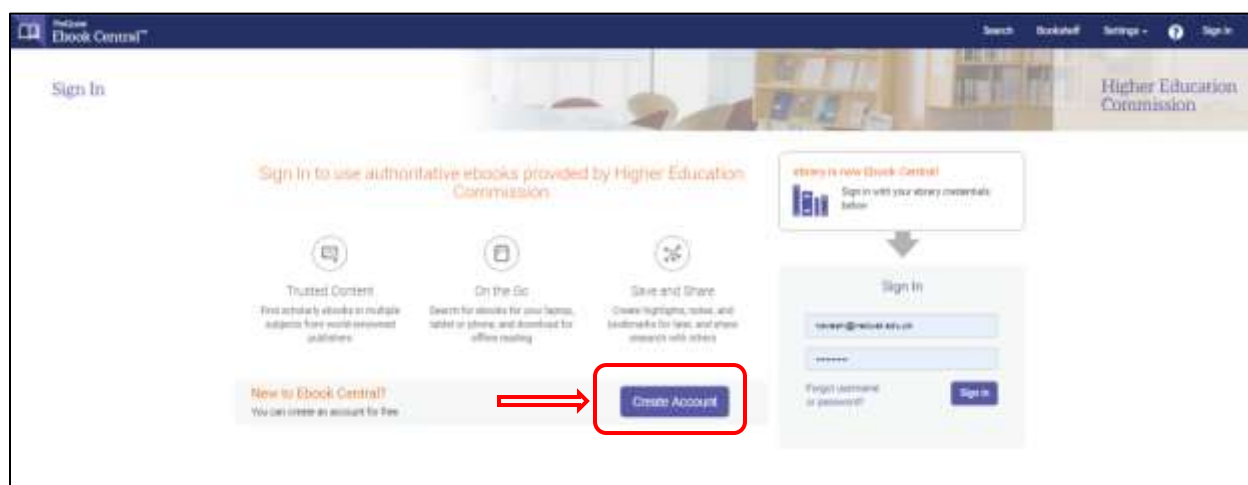


Figure 3.2-iii

Figure 3.2-iv

Fill in the Create Account form, with the required information.

Click on the check box for 'I agree to ProQuest's Privacy Policy and Terms of Service'.

Then click on Create Account Button.



Figure 3.2-v

You will receive confirmation of your account Creation.

Sign In as shown on Figure 3.2-ii.

3.3. Explore Features of Ebook Central

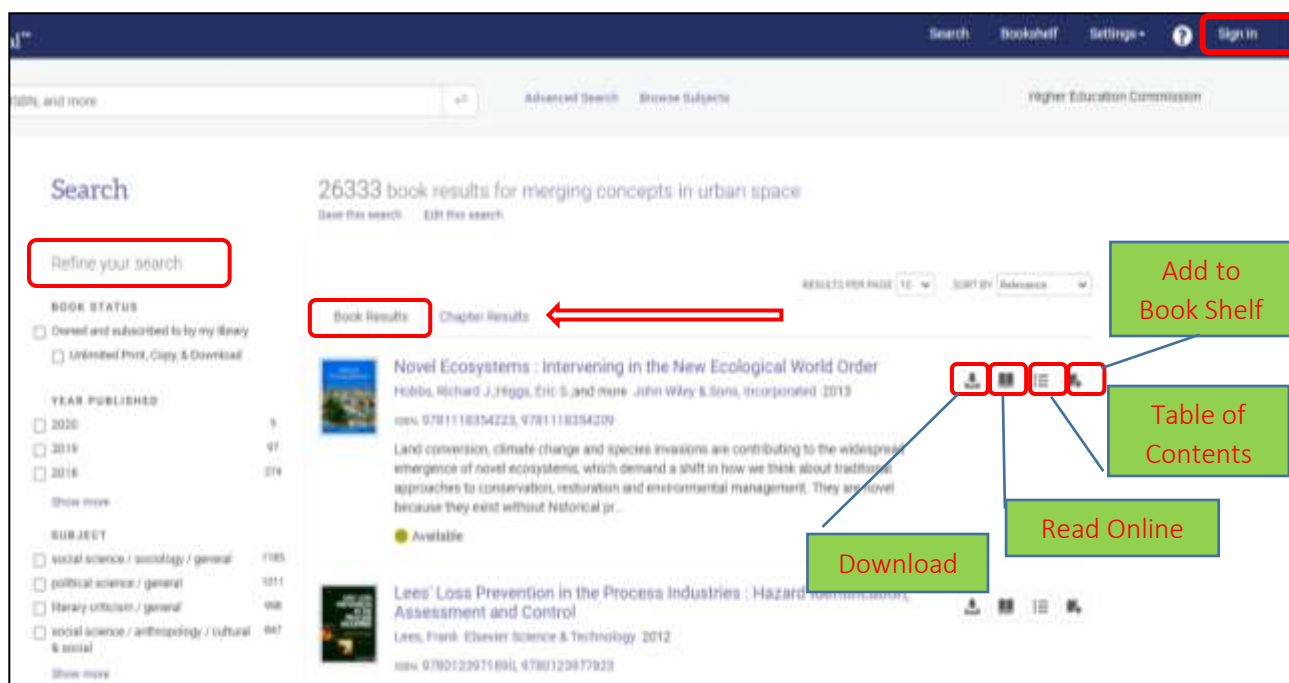


Figure 3.3-i

- Use Refine your Search Options on the Left Portion the page to get relevant results.
- View Book results or Chapter results by selecting appropriate tab on the results page.

3.3.1. Download

In order to download any item, you will be required to

- Sign in / Create Account on the Ebook Central Platform. (See: [Create account on Proquest Ebook Central](#))
- Download Adobe Digital Editions. (See: [Download Book Items](#))

3.3.2. Read Online

Ebook Central allows you to read ebooks online directly on the platform without the need to download them first.

You can create simple bookmarks, highlight passages of text in different colors, add annotations, create citations and more while automatically keeping it all safe in your personal Ebook Central bookshelf, ready to pick up where you left off.

3.3.3. Table of Contents and more

At a glance you can see

- If the title is available for full title download.
- PDF chapter downloads.

- Copy and print allowances.
- View chapter page range and page count details.
- Pages remaining for PDF chapter printing/download.
- The Table of Contents and expandable book description.
- Full set of bibliographic data, including series and edition, expandable to include full bibliographic details.

3.3.4. Bookshelf

Your bookshelf keeps track of your downloads, loans and saved books, and lets you create reading lists and share them with others.

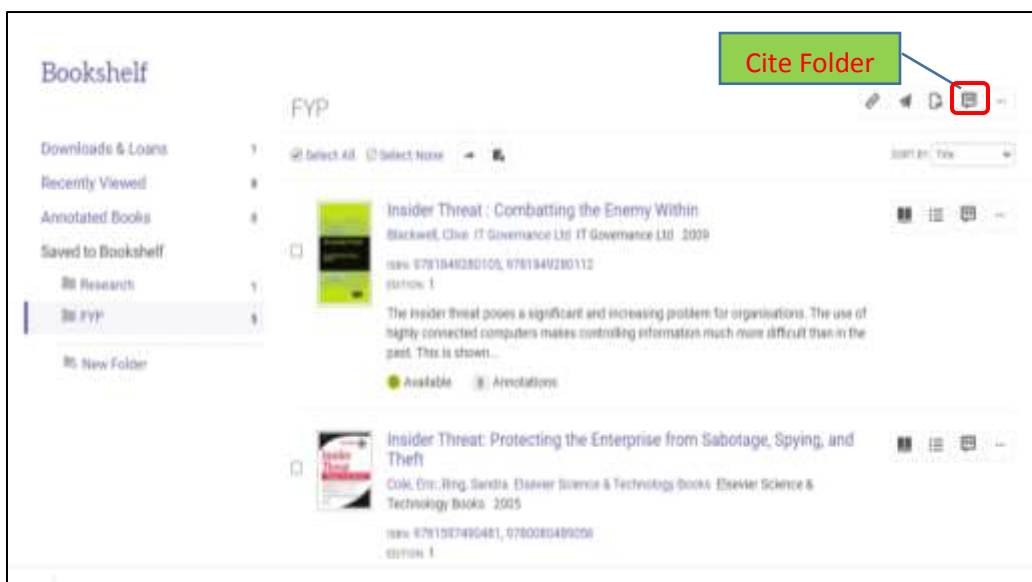


Figure 3.3-ii

Features include:

- **Download & Loans:** Easy access to the books you've downloaded or have on loan, and a reminder of how many days are remaining.
- **Recently Viewed:** Up to 10 titles that you've recently viewed are displayed here.
- **Annotated Books:** Easy access to all of the books that you have bookmarked, highlighted or added notes to
- **Save to Bookshelf:** Organize your books into as many folders as you'd like. Your bookshelf comes with a Research folder and more folders can be added. It allows offline viewing and downloads of books/chapters saved to it. It also provides the option to cite entire folders in one go.
- **Cite Folder:** Allows you to export citations of all items in folder at once. Further details on exporting citation is provided [later in the chapter](#) .

3.4. Download Book Items

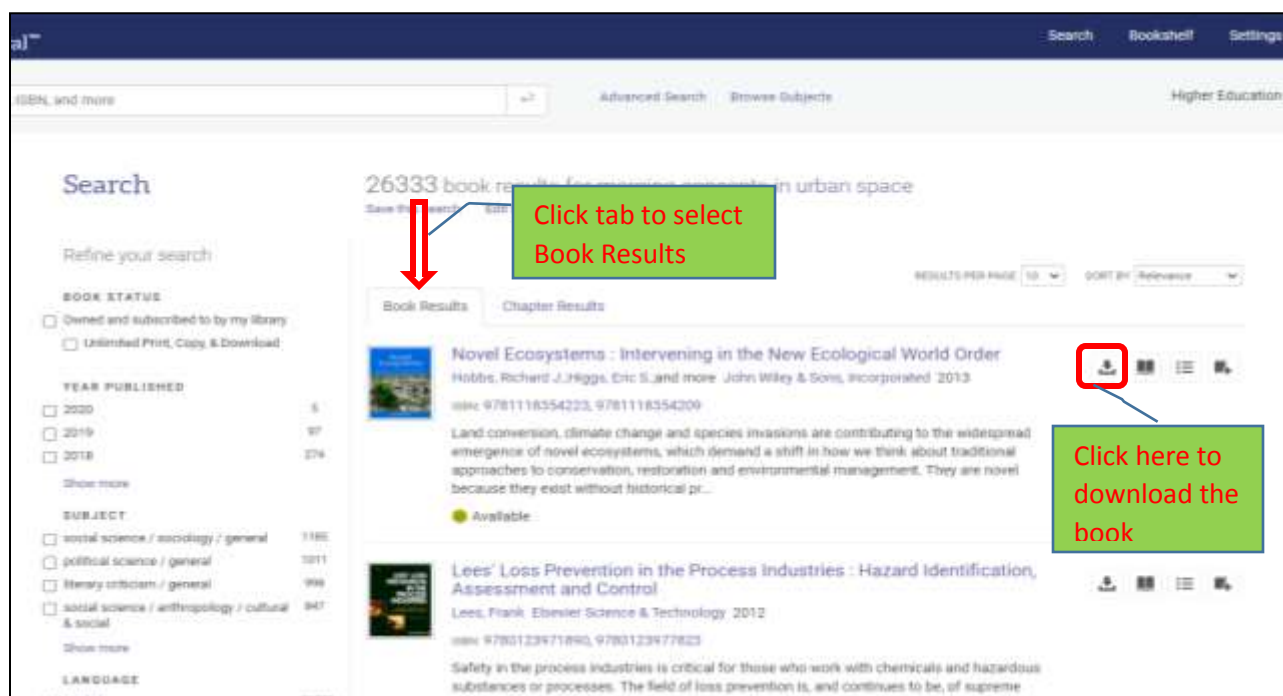
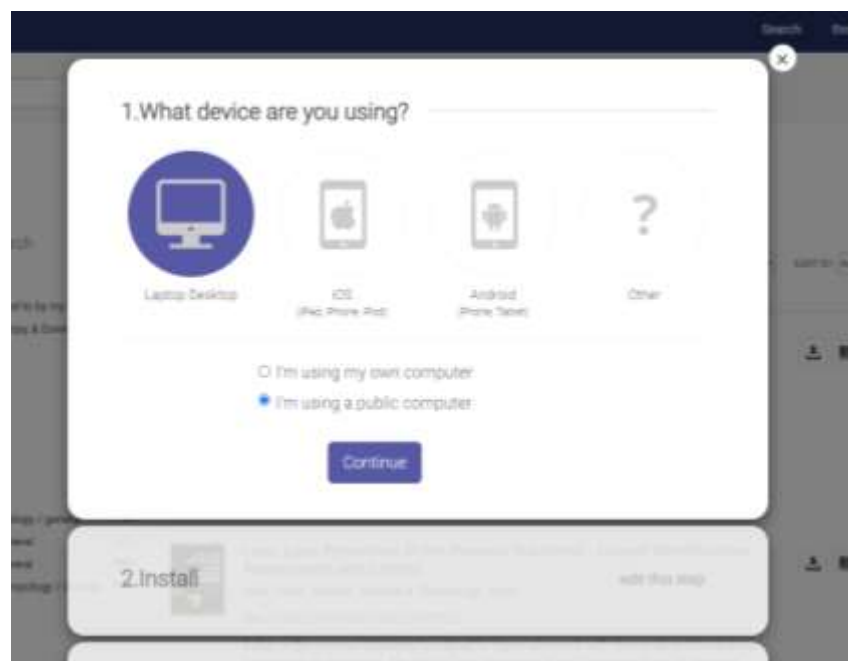


Figure 3.4-i

Follow the steps for downloading.



Select appropriate option

Figure 3.4-ii

Download and install Adobe Digital Editions if not already installed on your system.

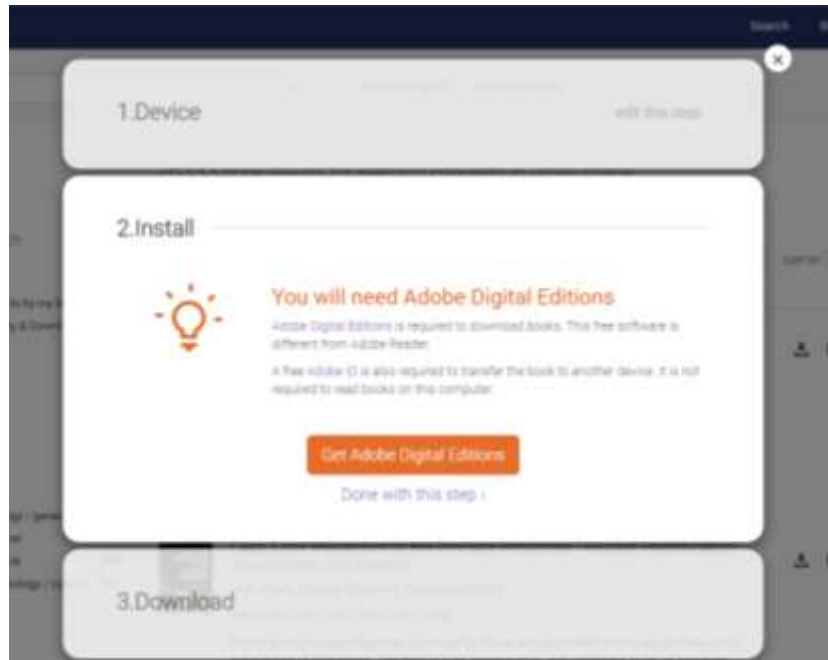


Figure 3.4-iii

Download the book in preferred format.

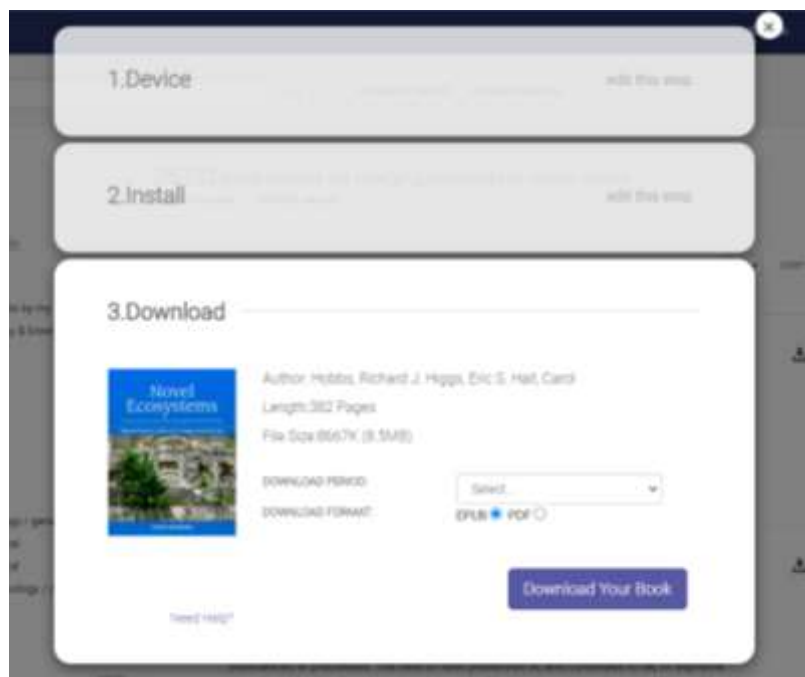


Figure 3.4-iv

3.5. Download Chapter Items

Go to Chapter Results tab.

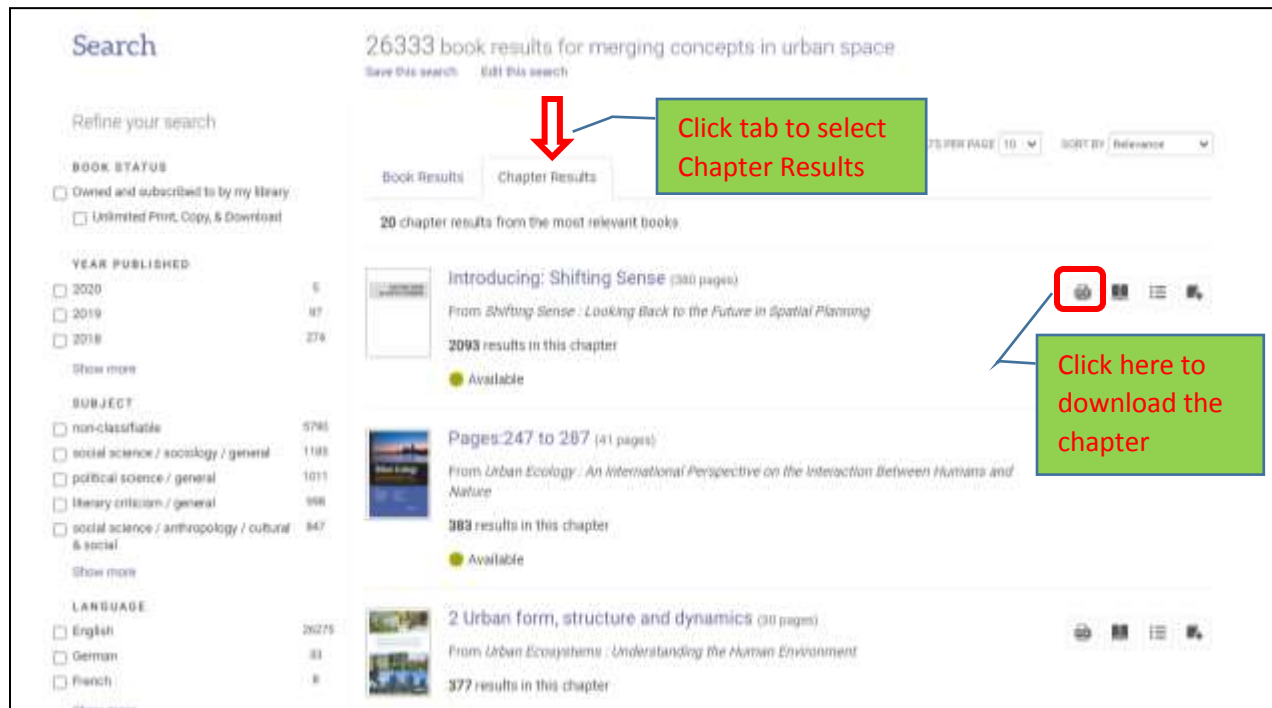


Figure 3.5-i

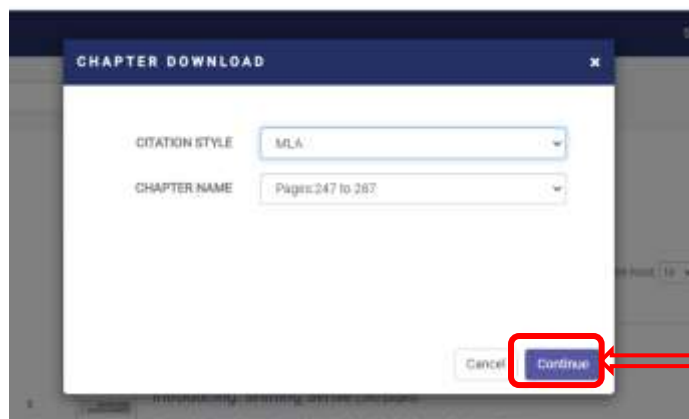


Figure 3.5-ii



Figure 3.5-iii

3.6. Export Citation from Proquest Ebrary to RefWorks

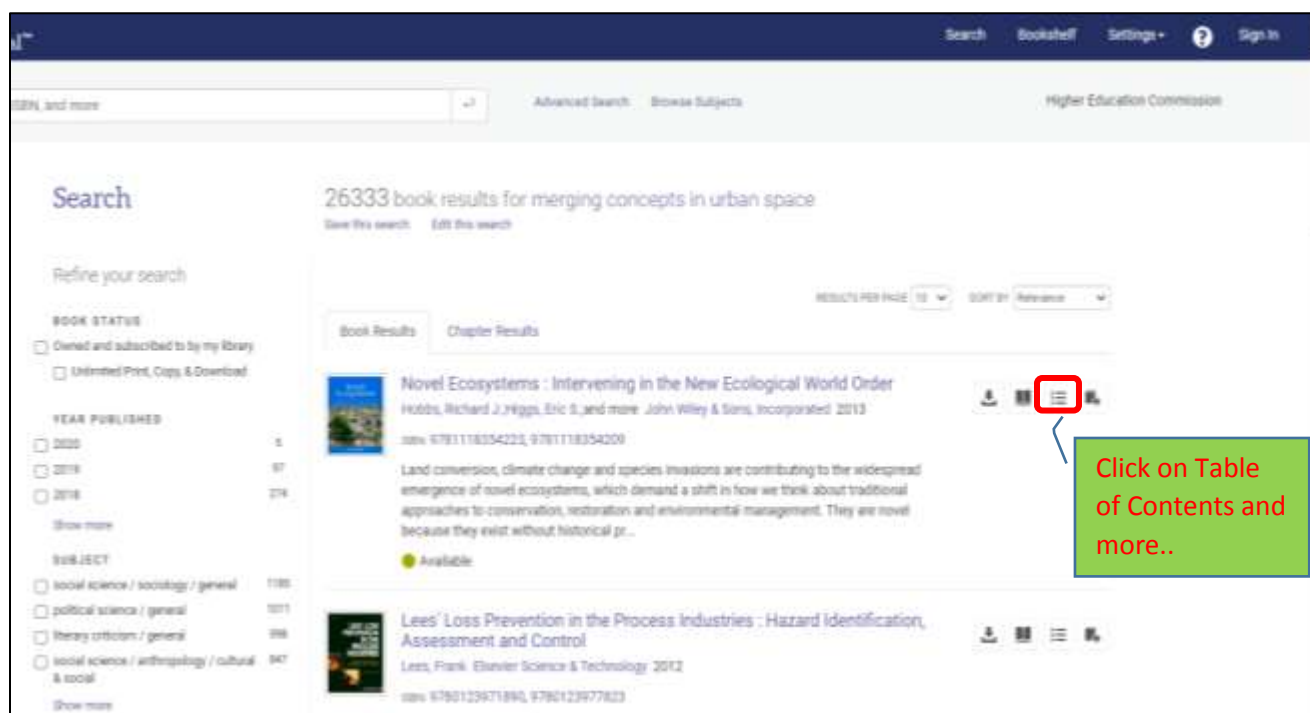


Figure 3.6-i

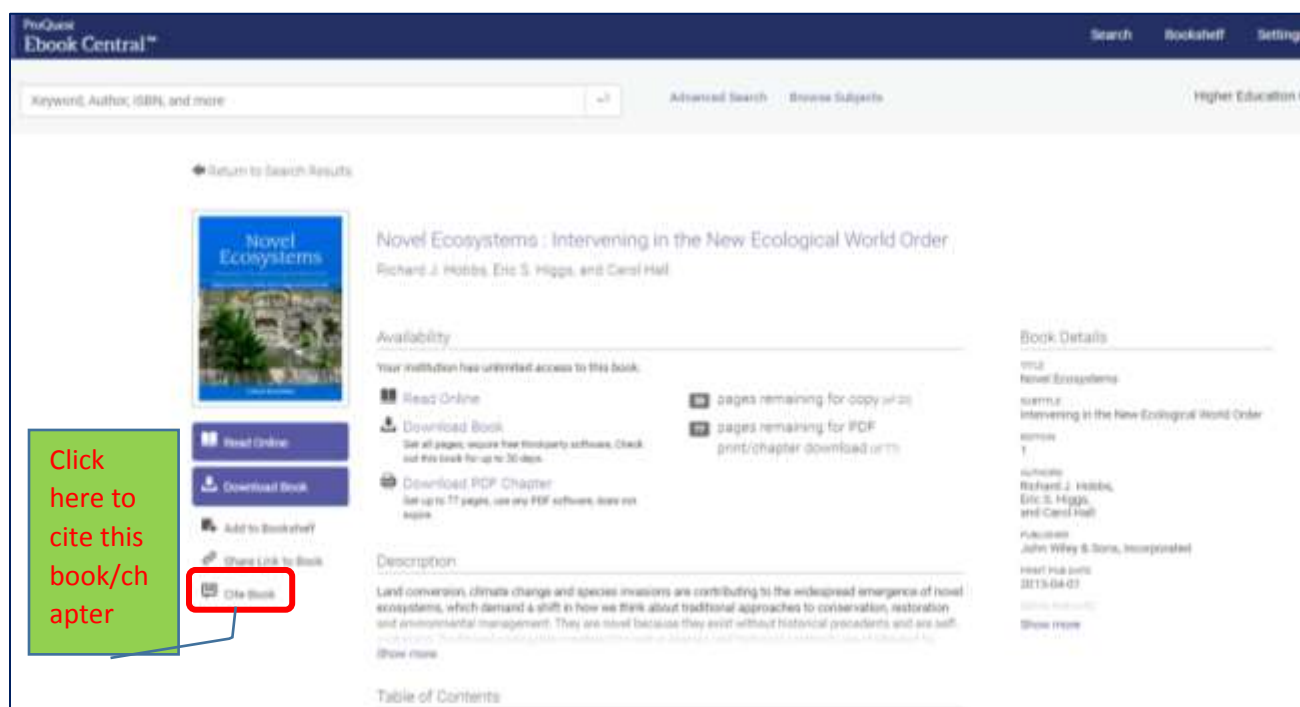


Figure 3.6-ii

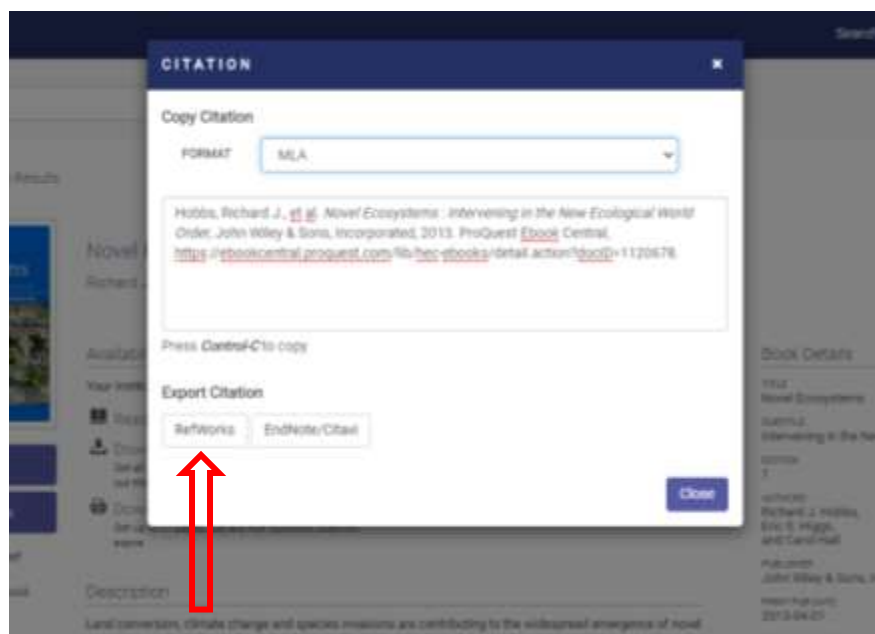


Figure 3.6-iii

Update Citation Style as required.

Select RefWorks as shown.

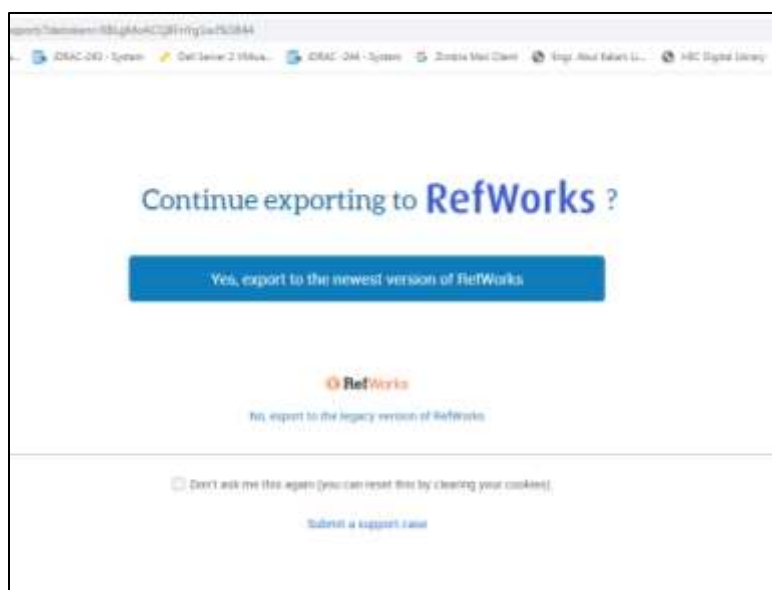


Figure 3.6-iv

Sign In at Refworks if required.



Figure 3.6-v

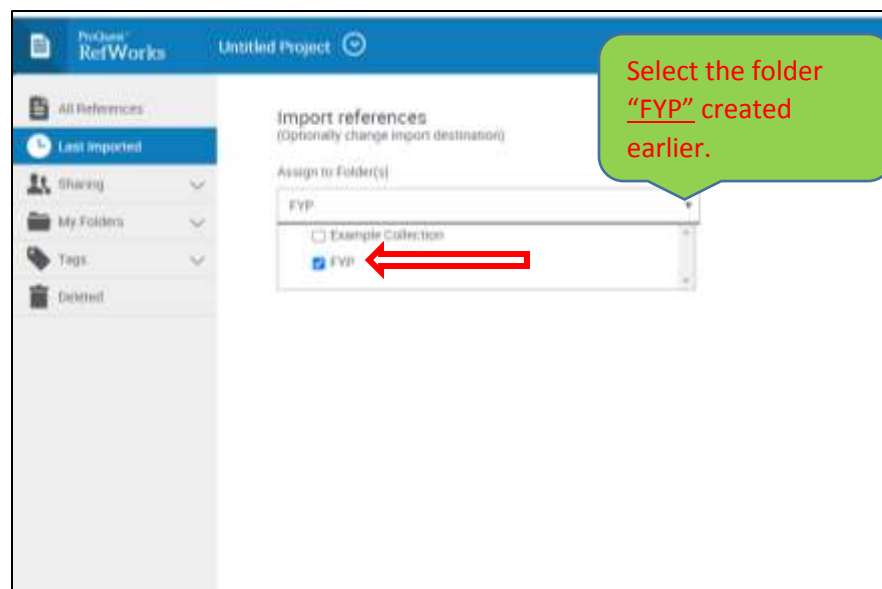


Figure 3.6-vi

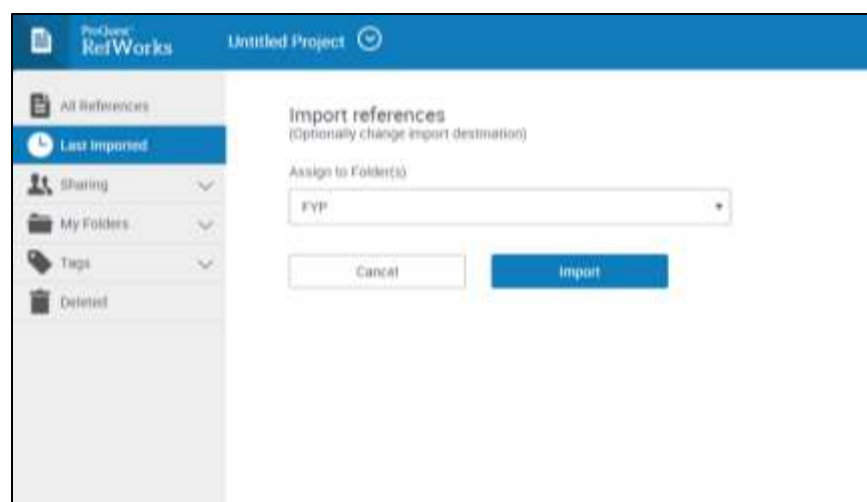


Figure 3.6-vii

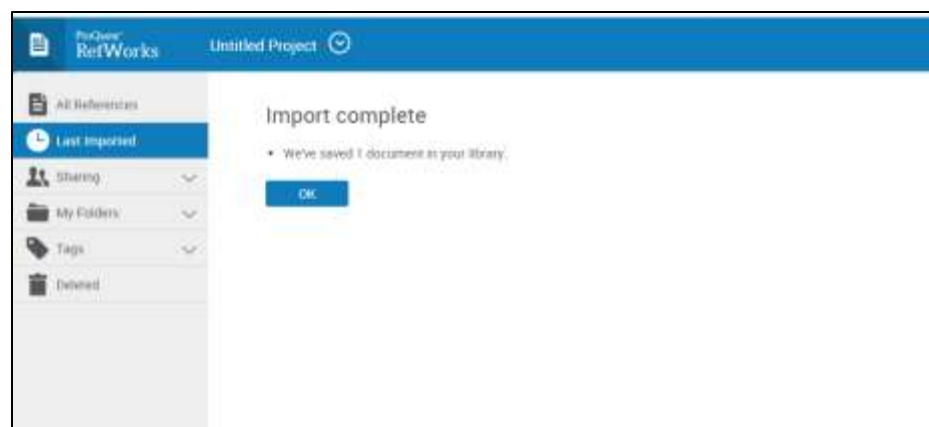


Figure 3.6-viii

4. RefWorks Citation Manager

4.1. What is RefWorks Citation Manager

RefWorks Citation Manager is a tool you can use to store and manage your references while doing literature review. It is an online tool allowing you to access your references anywhere. It also allows you to store your documents in one place for later review.

4.2. Create Account on Proquest RefWorks

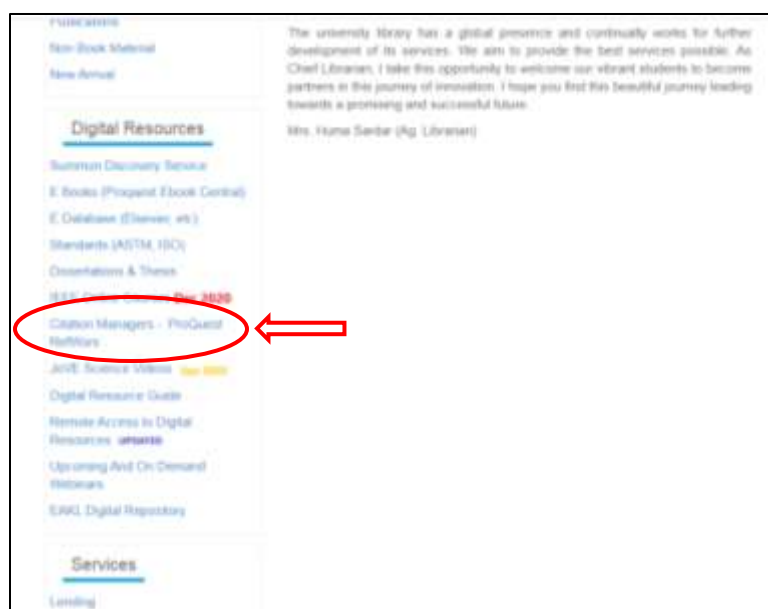


Figure 4.2-i

Go to Library Website

<https://library.neduet.edu.pk/>

Click on Citation Manager – Proquest RefWorks

<https://refworks.proquest.com/login/>

Create account with NEDUET email account Authorized domains:

- I. @cloud.neduet.edu.pk
- II. @neduet.edu.pk

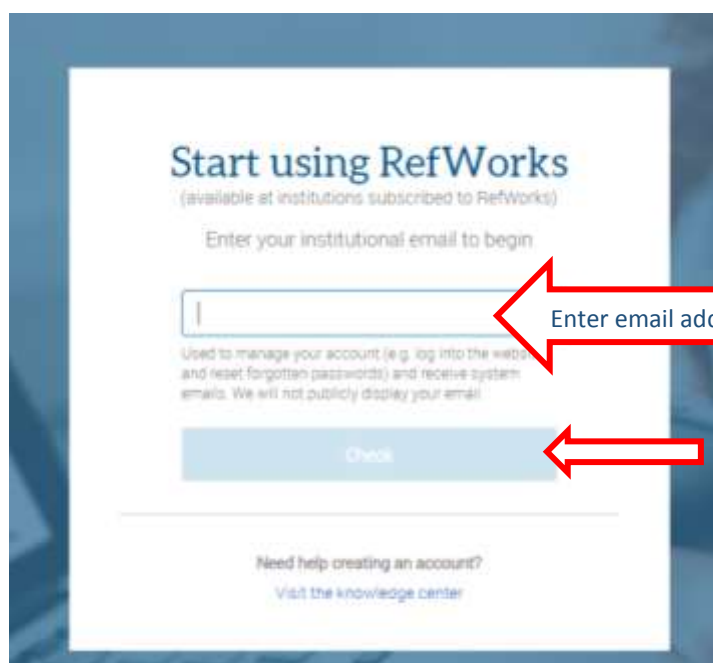
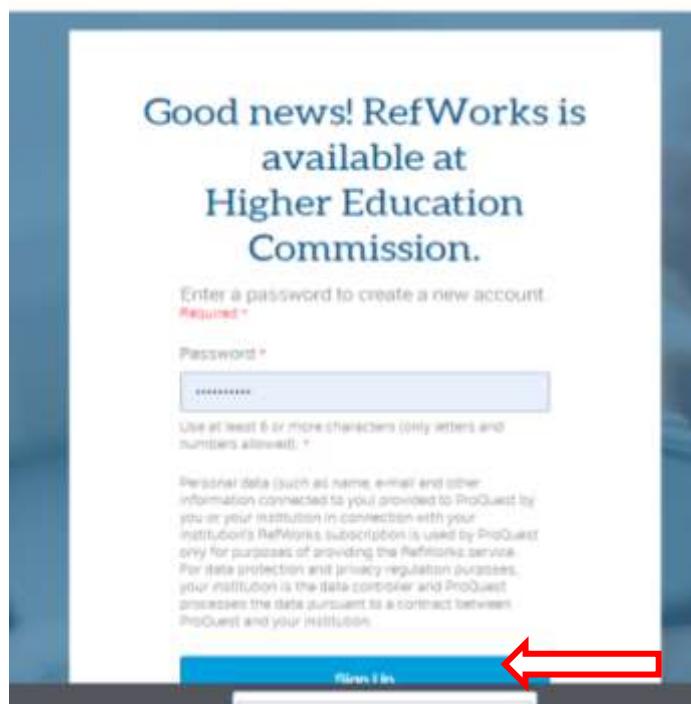


Figure 4.2-ii



Good news! RefWorks is available at Higher Education Commission.

Enter a password to create a new account.
*Required **

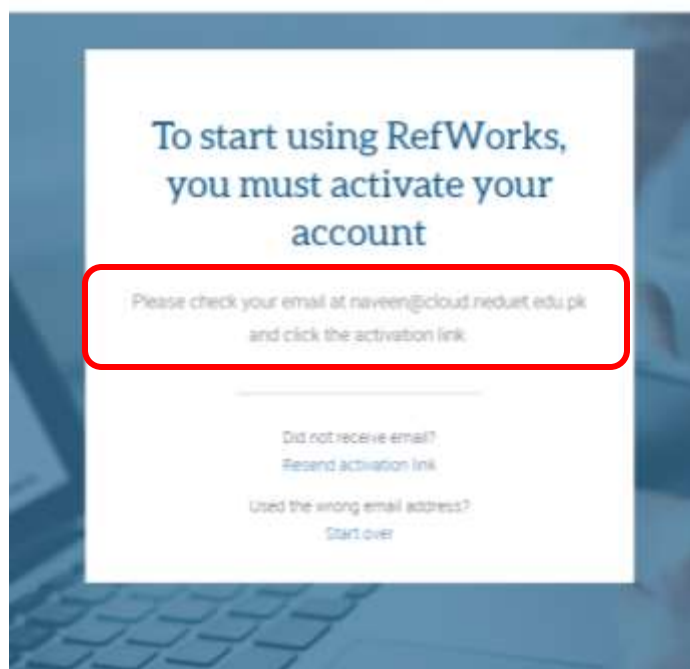
Password *

Use at least 6 or more characters (only letters and numbers allowed). *

Personal data (such as name, email and other information connected to you) provided to ProQuest by you or your institution in connection with your institution's RefWorks subscription is used by ProQuest only for purposes of providing the RefWorks service. For data protection and privacy regulation purposes, your institution is the data controller and ProQuest processes the data pursuant to a contract between ProQuest and your institution.

[Sign In](#)

Figure 4.2-iii



To start using RefWorks, you must activate your account

Please check your email at naveen@cloud.refworks.edu.pk and click the activation link.

Did not receive email?
[Resend activation link](#)

Used the wrong email address?
[Start over](#)

Figure 4.2-iv

Complete the Activation Process and Sign In at <https://refworks.proquest.com/login/>

4.3. Create Folders to store references

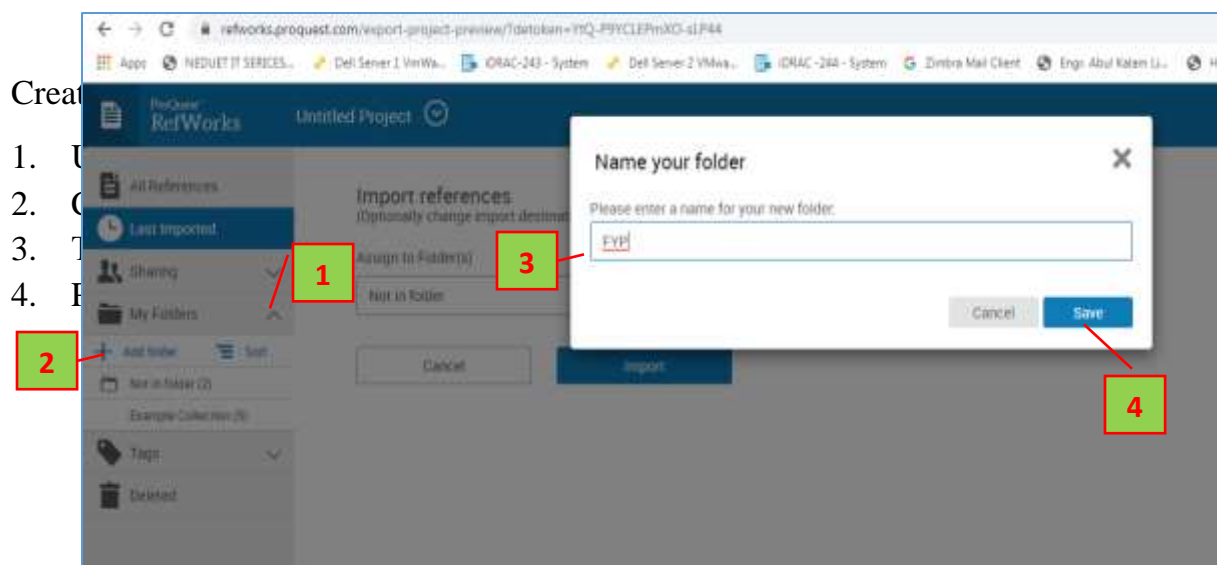


Figure 4.3-i

Folder is visible under My Folders List.

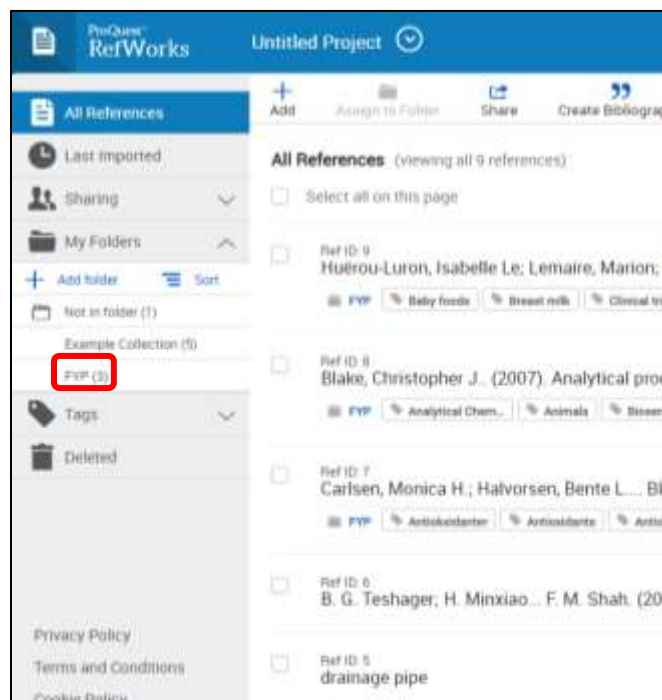


Figure 4.3-ii

4.4. Upload Documents for future reference

ProQuest RefWorks allows you to import a PDF right into your RefWorks folder. While this is a very handy function, you do need to check the citation. Imported PDFs may have incomplete information, such as missing authors, page numbers, etc.

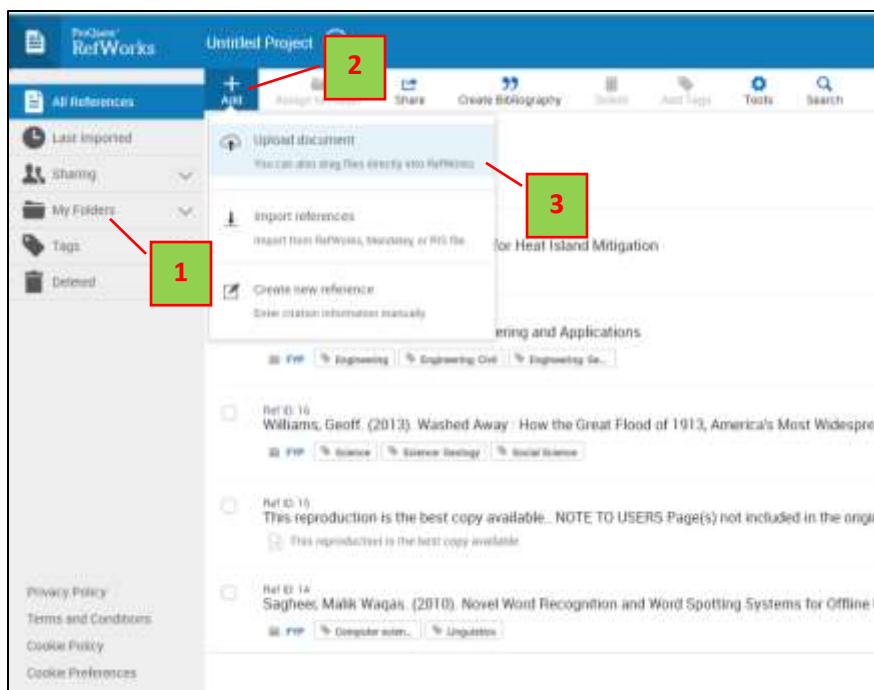


Figure 4.4-i

1. Open the RefWorks folder where you want to store the PDF.
2. Click Add (top left area), then Upload Document.
3. This will open your files in your computer. Click on the PDF that you want to import.
4. RefWorks will import the PDF and will automatically read the attached metadata so it can fill in the necessary fields to make a complete citation.

This citation was imported into your folder (if you had it open) and it is also in your Last Imported folder.

If you weren't in the right folder when you did this process, just move it from Last Imported to the correct folder.

4.5. RefWorks and LaTeX

LaTeX is a high-quality typesetting system. It includes features designed for the production of technical and scientific documentation and is the de facto standard for the communication and publication of scientific documents.

LaTeX requires BibTeX bibliographic entries and rather than having to edit your BibTeX bibliographic entries manually, you can manage your references with RefWorks, and then export references in BibTeX format.

4.5.1. Export References into a BibTeX file

This document assumes that you already have a list of references available in RefWorks.

1. Login with your RefWorks Account.

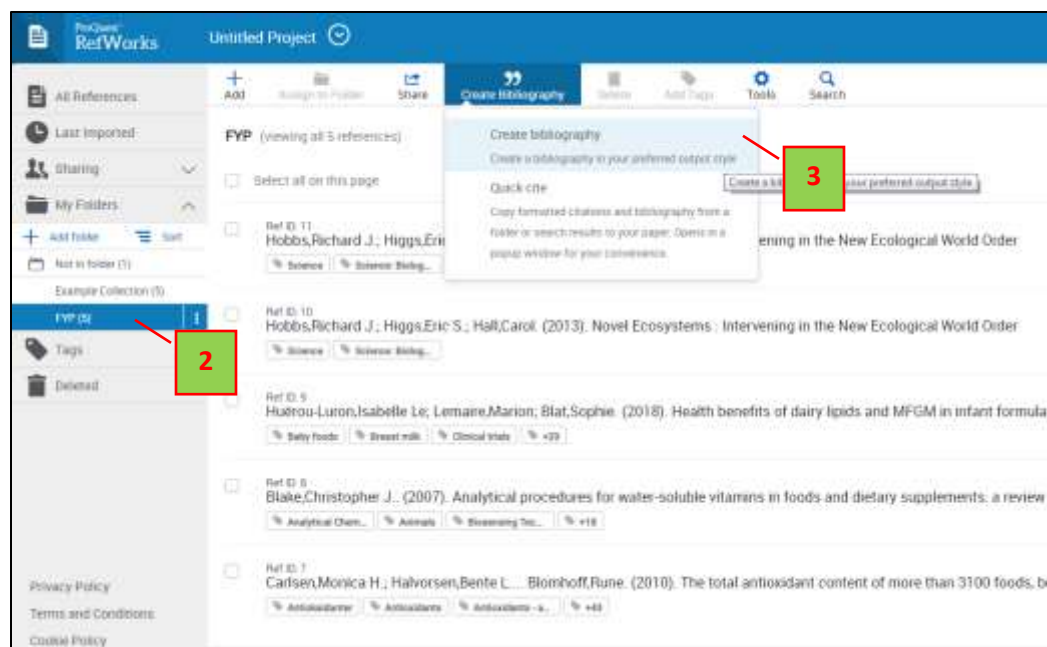


Figure 4.5-i

2. Select the RefWorks folder you wish to export for use in your LaTeX document.

3. Go to the top of the page and select the *Create Bibliography* tab.

4. From the drop down box, search and click the *BibTeX - RefWorks ID* option.

References are generated in the required format.

5. Click the *Copy to Clipboard* button.

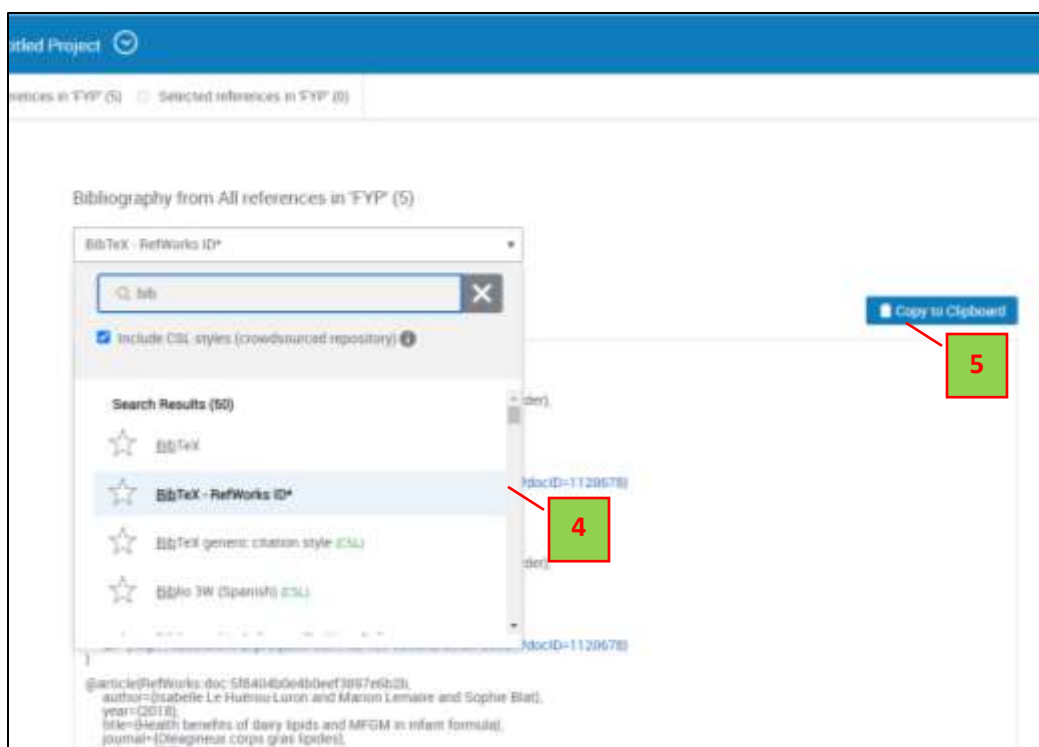


Figure 4.5-ii

6. Create a new Notepad file and paste the formatted references.

7. Save file as a new LaTeX document file with the .bib extension.

8. Ensure you save the .bib file into the same folder as your original LaTeX document.

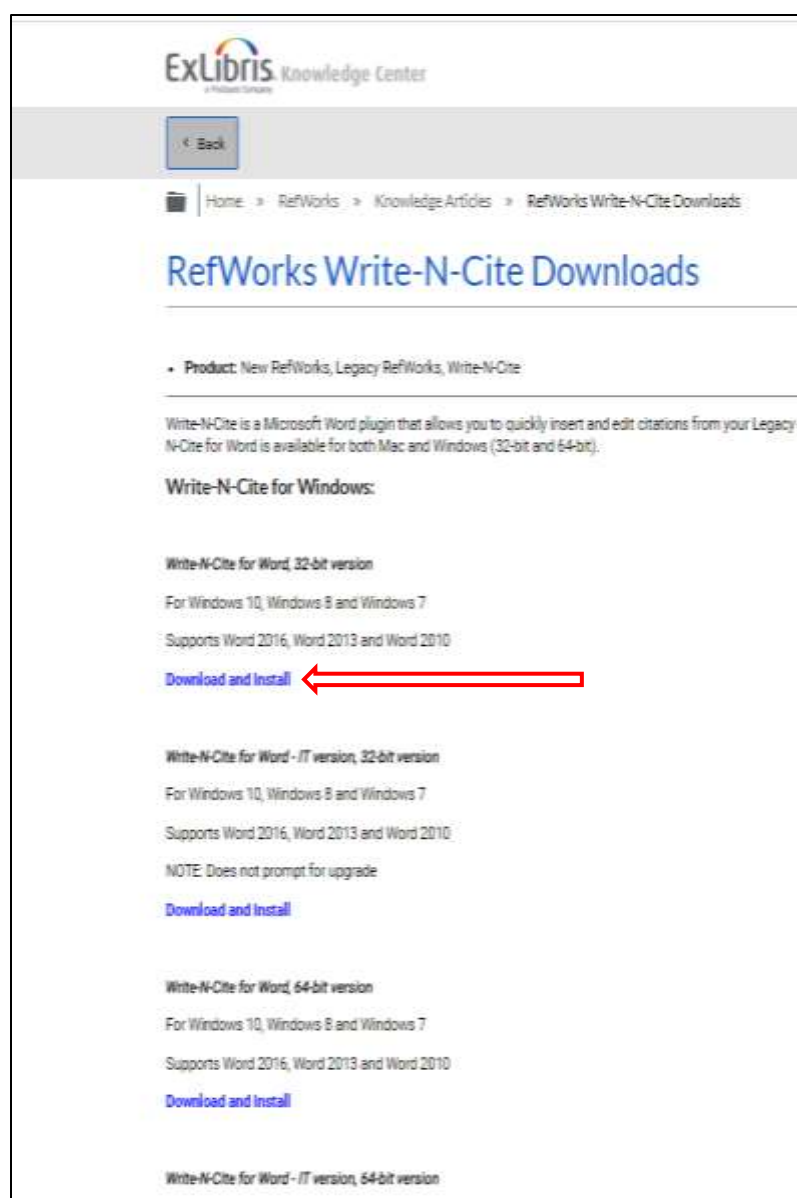
5. Creating Bibliographies in Microsoft Word

Word or any word processing program allows you to add references directly to your work and then generate a reference list/bibliography based on these in-text references.

In order to use the citations stored in RefWorks in your write ups and to create bibliographies at the end of report or thesis or article, a Microsoft Word plugin ‘Write n Cite’ has to be installed.

5.1. Install Write-N-Cite Plugin for Microsoft Word

Go to [Write n Cite Downloads Page](#)



Select appropriate version of Write-N-Cite plug-in according to

- Operating System and
- Microsoft Word Version.

Figure 5.1-i

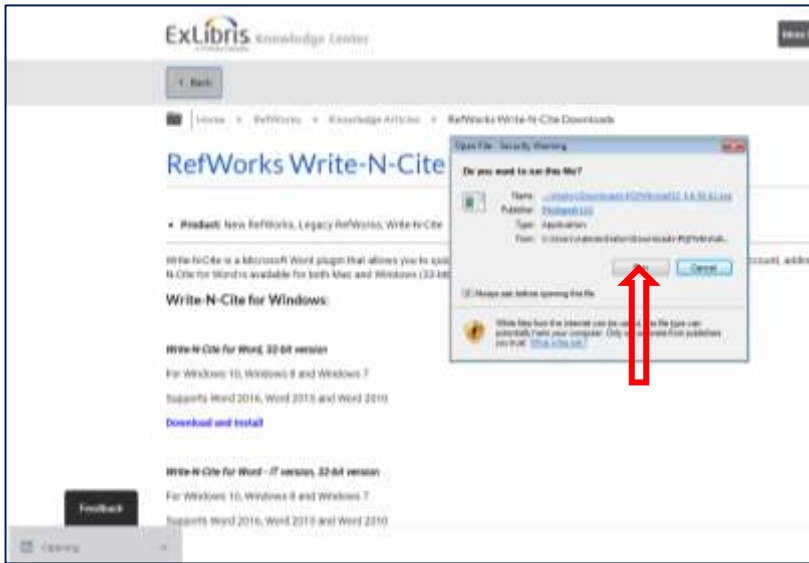


Figure 5.1-ii

Open the folder where the downloaded file is saved. Execute the file as shown.

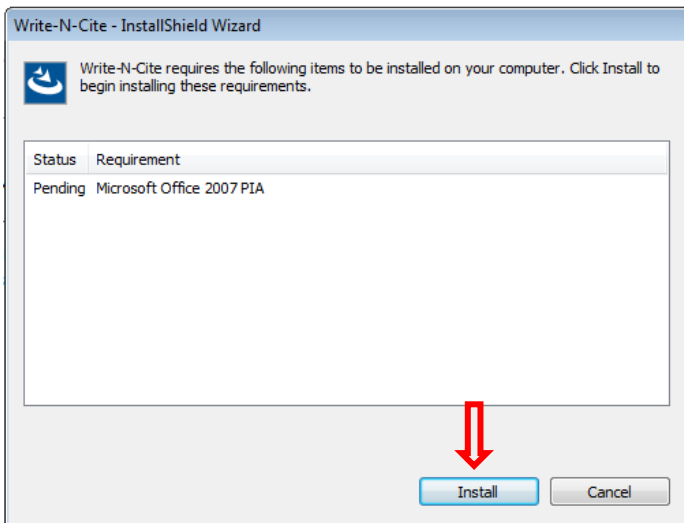


Figure 5.1-iii

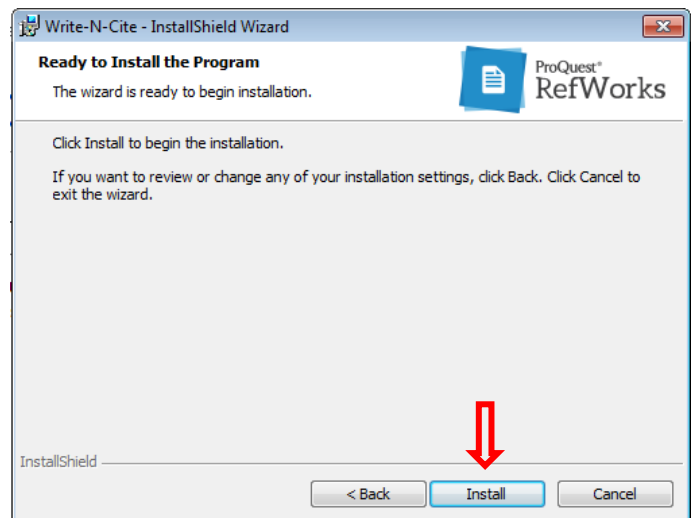


Figure 5.1-iv

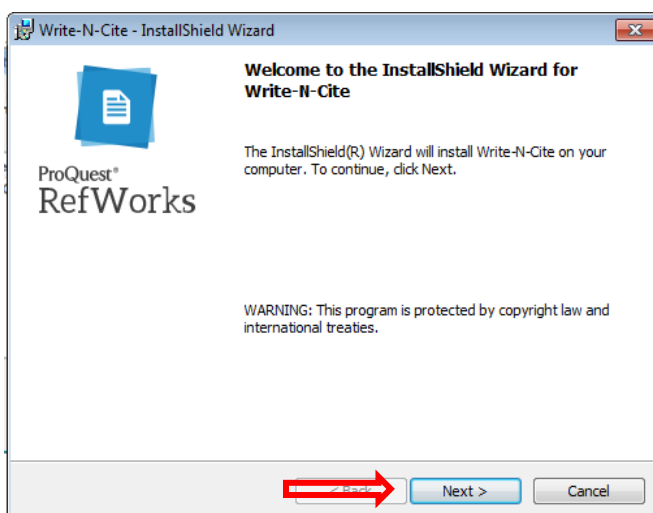


Figure 5.1-iii

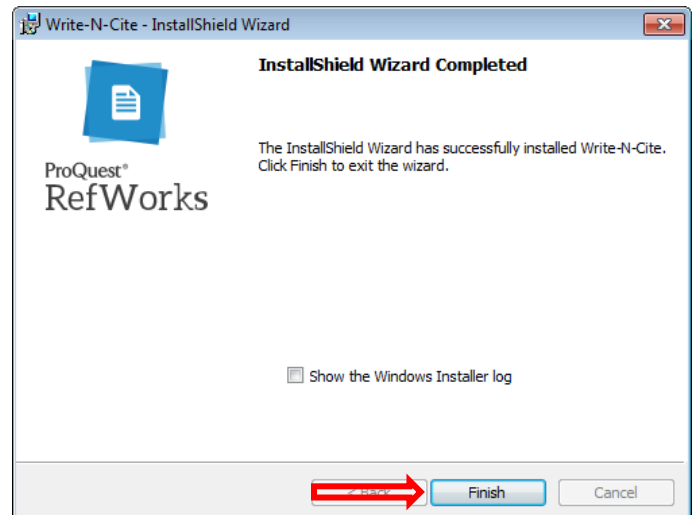


Figure 5.1-vi

Open Microsoft Word and review the tabs. A new tab “RefWorks” has appeared.

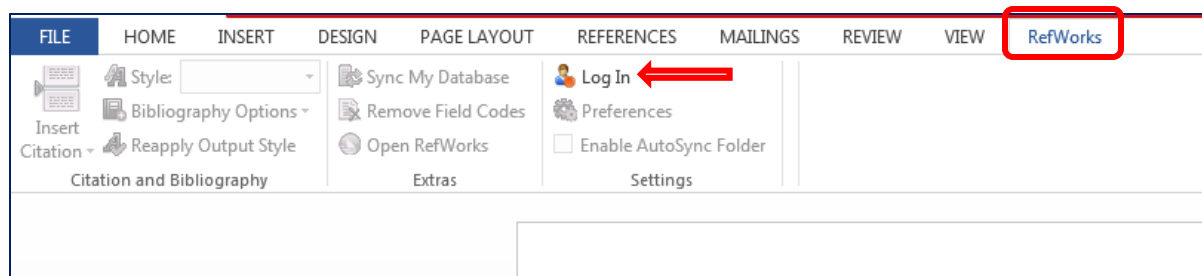
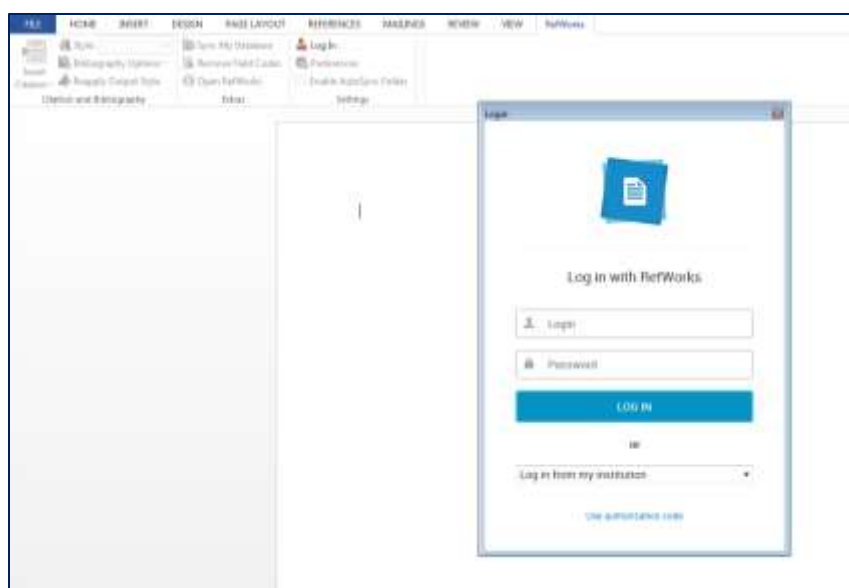


Figure 5.1-iv

A number of options are available on the RefWorks Ribbon. However they are greyed out till you connect to your online Refworks account.

Click on ‘Log In’ button as shown by arrow.



Login to RefWorks using your Credentials

Figure 5.1-v

All options will become active as seen below.

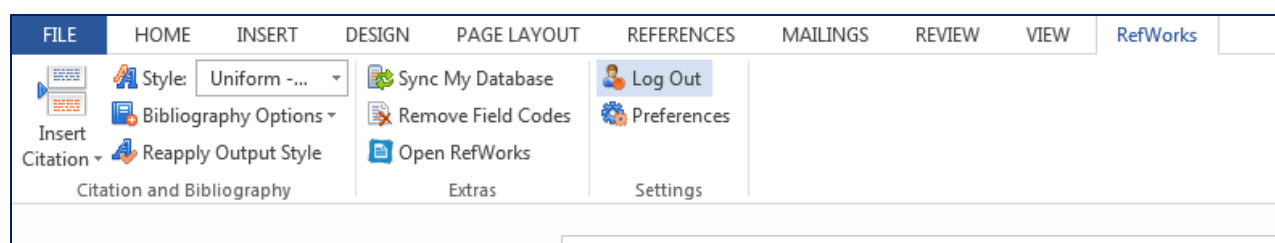


Figure 5.1-vi

5.2. Add Citation to document in Microsoft Word

During write ups, citations are inserted in the document where needed and references are generated at end of report based on the citations.

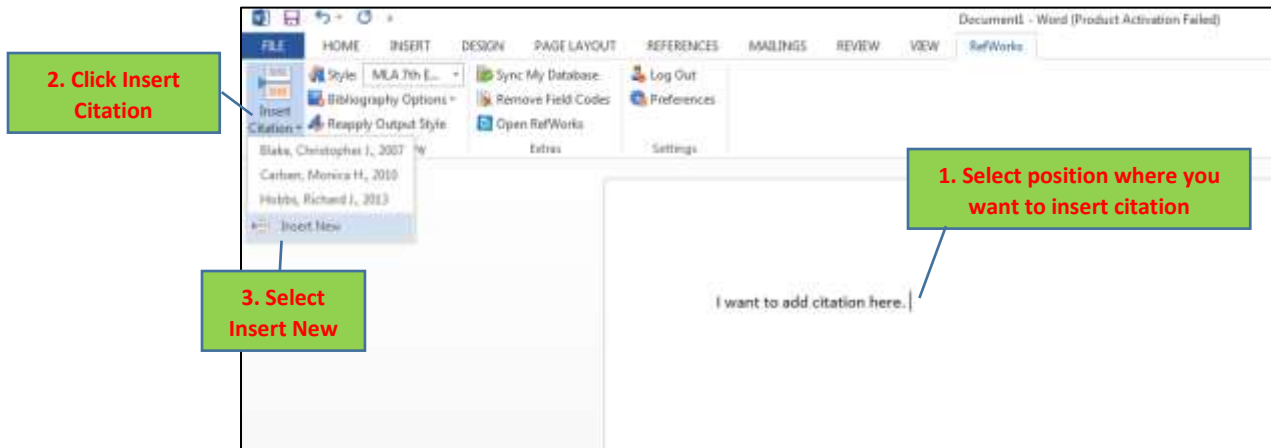


Figure 5.2-i

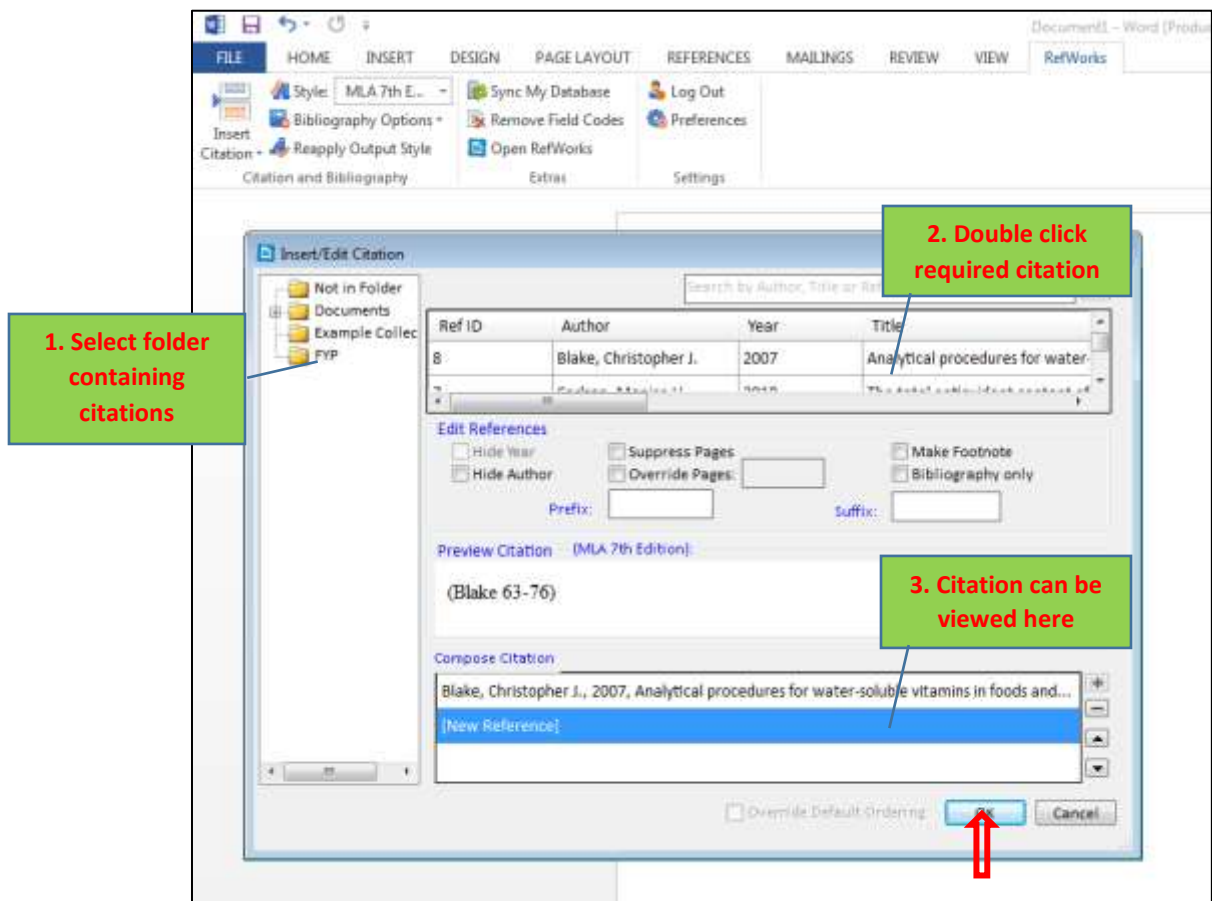


Figure 5.2-ii

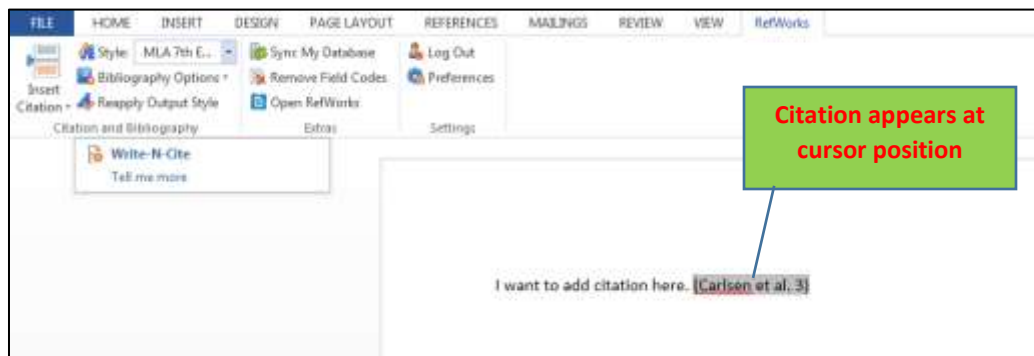


Figure 5.2-iii

If a different citation style is required, it can be changed using the Style Option on the ribbon. This example uses the IEEE citation style.

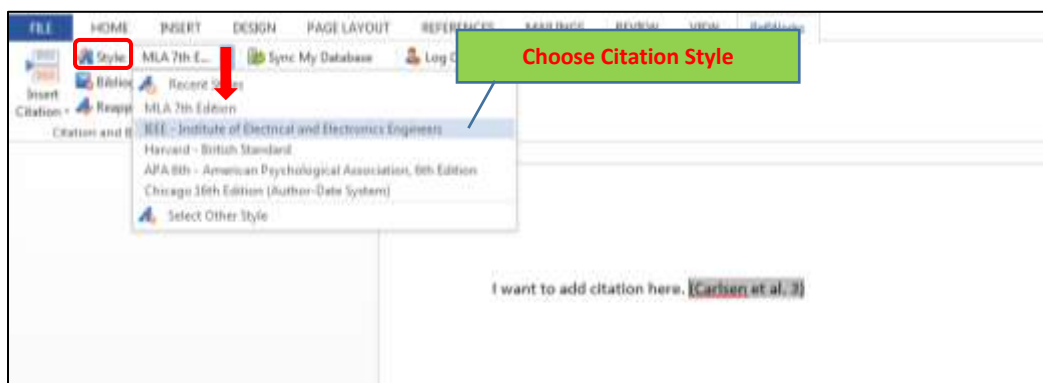


Figure 5.2-iv

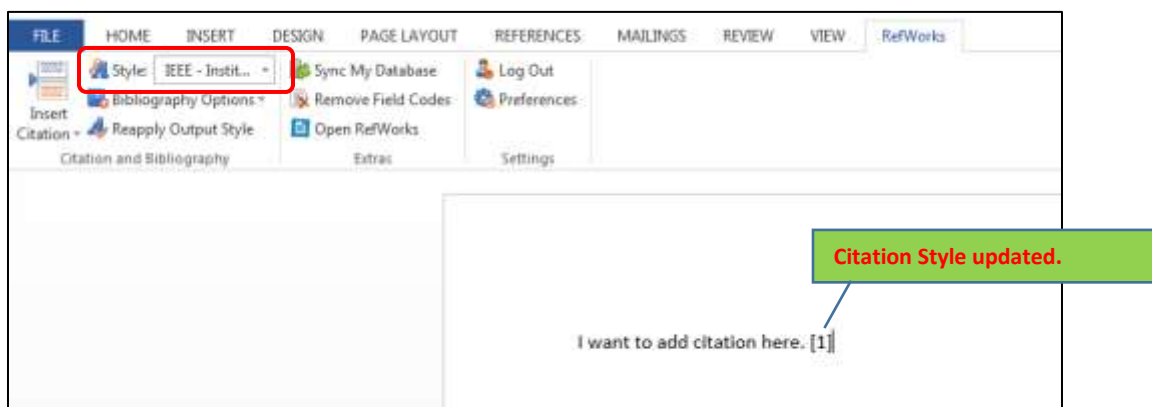


Figure 5.2-v

5.3. Generate bibliography based on citations

The next step is to generate a bibliography for the citations used in the document.

This can be done by using the Bibliography Options on the RefWorks Ribbon.

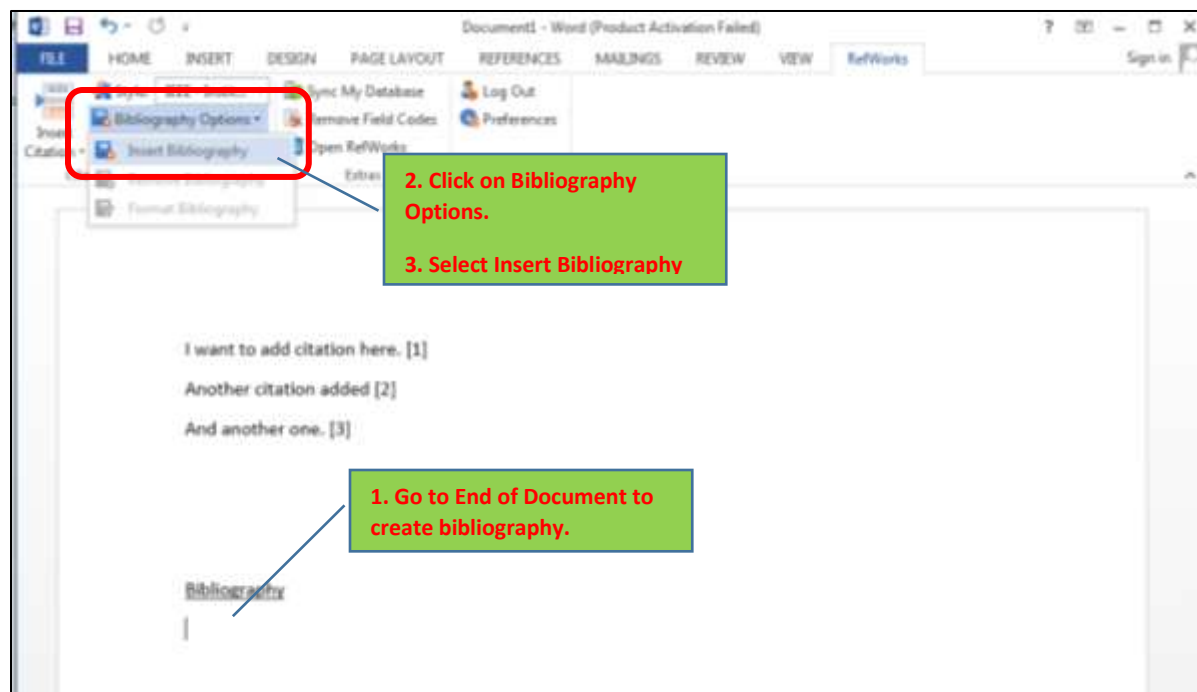


Figure 5.3-i

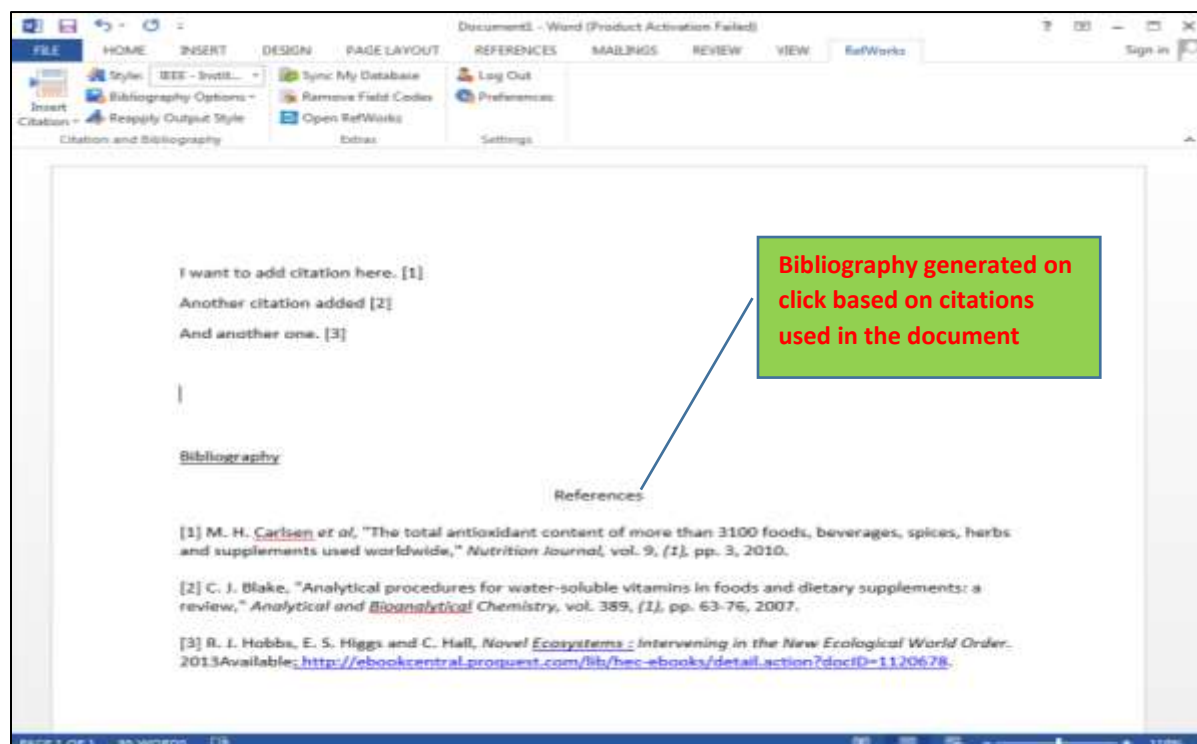


Figure 5.3-ii

5.4. Add Citation Styles to Write n Cite

Some write ups required specific styles of citations, which is not a problem. RefWorks has access to thousands of citation styles which can be synced with Write n Cite Word plugin.

This can be done in two steps and any number of styles can be added

1. Create Bibliography in RefWorks using the required Style.
2. Sync Write n Cite Plugin with Ref Works Database.

5.4.1. Create Bibliography in RefWorks using the required Style.

Log in to RefWorks at <https://refworks.proquest.com/>

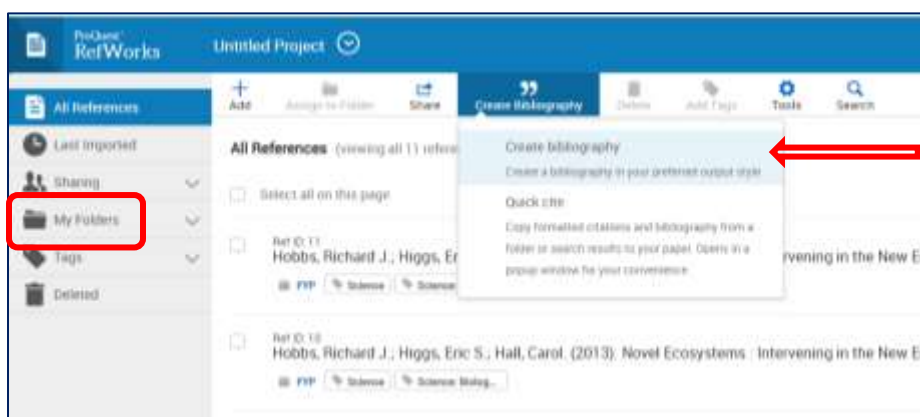


Figure 5.4-i

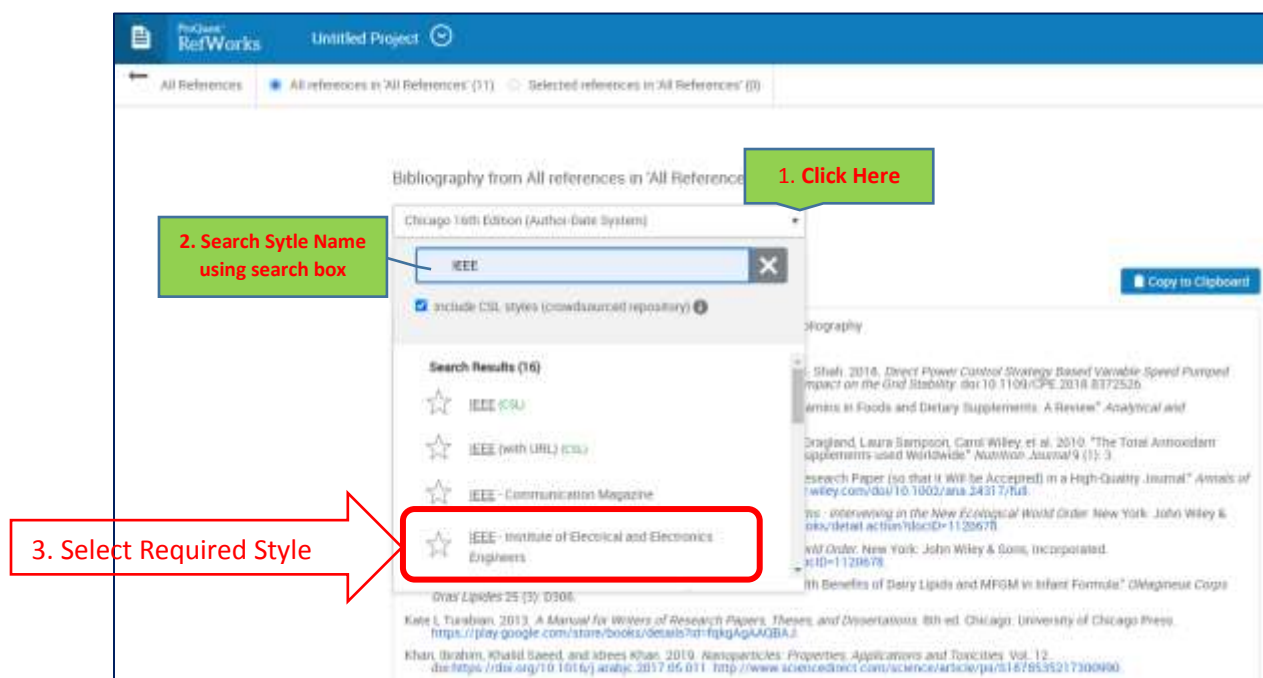


Figure 5.4-ii

5.4.2. Sync Write n Cite Plugin with Ref Works Database.

Return to Microsoft Word

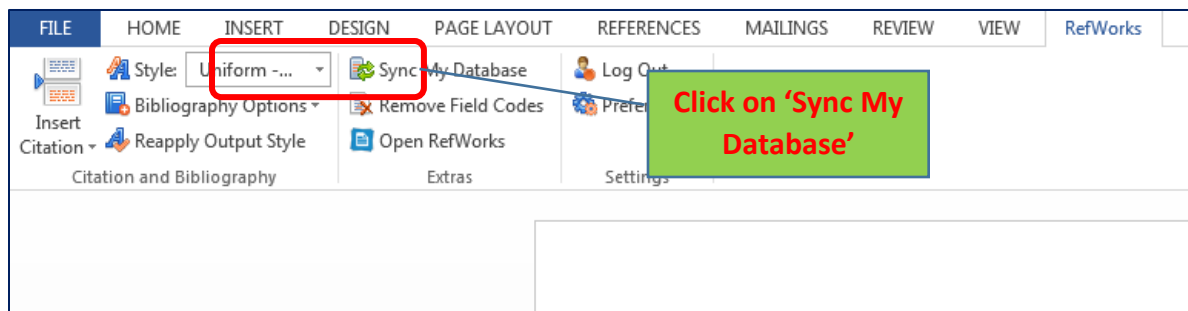


Figure 5.4-iii

Sync Word with RefWorks Database

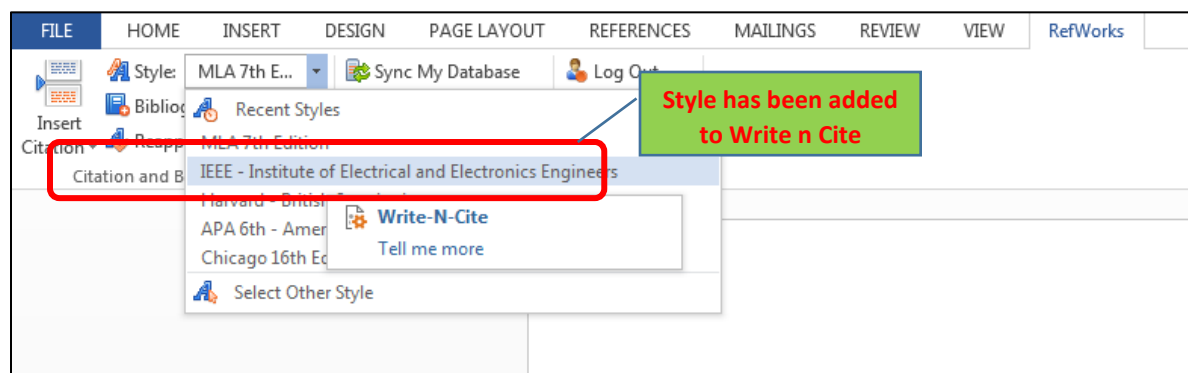


Figure 5.4-iv

Select the style to update bibliography.

The citations and references are updated.

6. Off Campus Access to Digital Library Resources

Current University members (students, faculty and staff) can access University Digital Library Resources from remote computers using NED VPN.

This solution allows authentication for all the digital library resources listed in the initial chapter of this handbook.

Only requirement is that members should have a valid NED Internet Account.

6.1. NED Internet Account

- Account Opening form can be obtained from the front desk at HPCC (High Performance Computing Center)
- Internet hours at purchased at prescribed rates from the same desk.

6.2. Configure NED VPN

- Go to NEDUET website
- At the bottom of the page Click on Digital Library

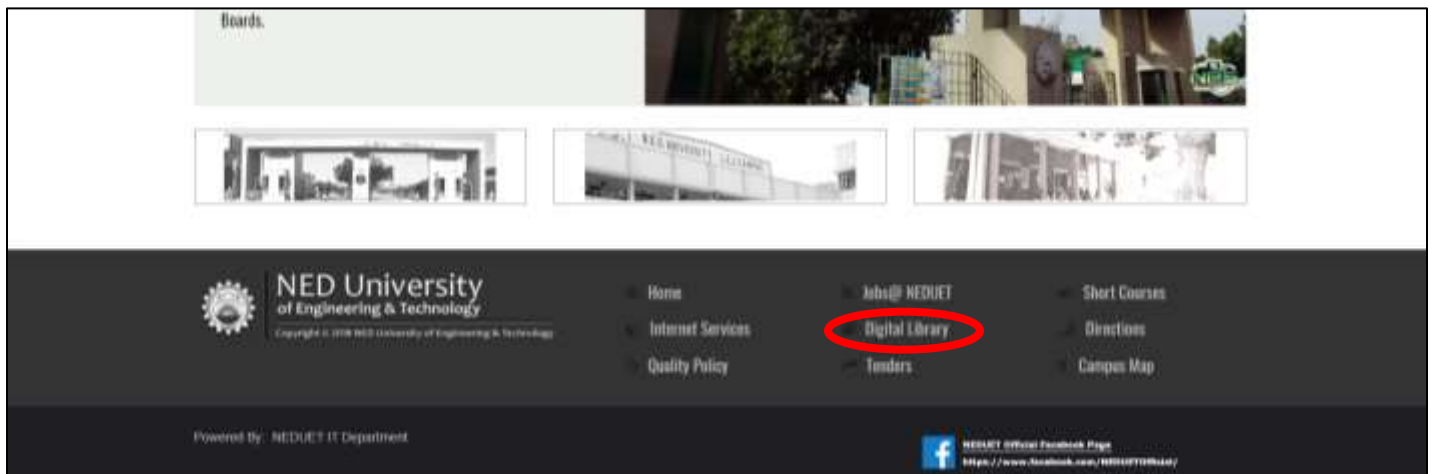


Figure 6.2-i



Figure 6.2-iii

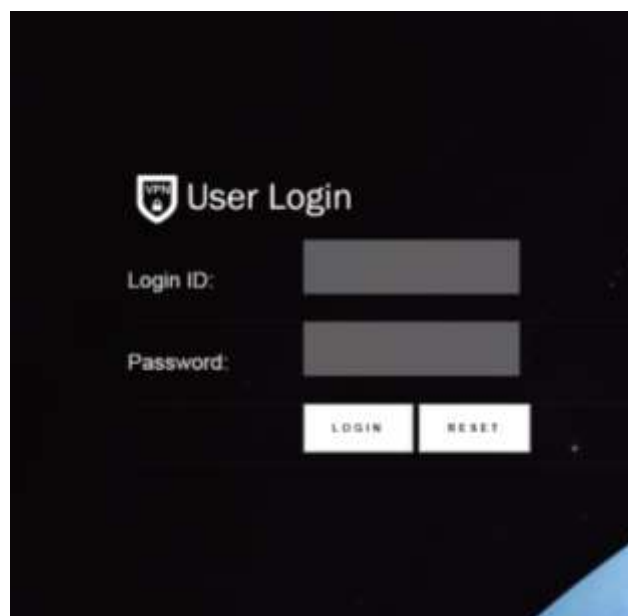


Figure 6.2-iii

- Click on LOGIN PANEL and login using NED Internet Account Credentials

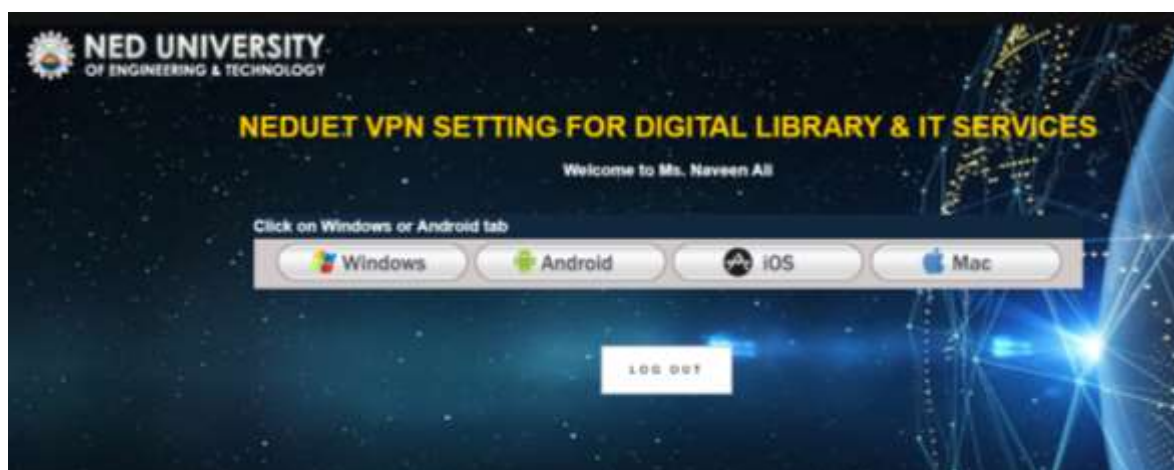


Figure 6.2-iv

- VPN Client download and install instructions are available for different platforms. Follow the instructions to complete installation of VPN Client.
- Connect using NED Internet Credentials.
- Browse, search and download the resources just as you would within the university.

Conclusion

It is hoped that this handbook has been able to create awareness about the excellent research sources available at the university.

All the options of the interfaces have not been explored, to maintain conciseness of the document. They are mostly intuitive and you are urged to explore them as they are available for your ease and facility.

You are requested to be mindful of copyright policies when using these expensive resources. Proper usage is essential to maintain their continuity in coming years.

Keep visiting the library website for information about new resources, short term trials and promotional resources, webinars related to platform usage, search strategies, publication tips, etc.

For any queries, please contact

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