



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 sixth chapter informs about cutting edge short duration online courses available at IEEE Continuing education program.

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.

Table of Contents

Intro	duction		1
How	to Use t	this Handbook	1
1.	Engr	Abul Kalam Library Website	3
	1.1.	Access Digital Resources through Library Website	3
	1.2.	Overview of Digital Resources	4
2.	Start	t your research using Summon	5
	2.1.	What is Summon	5
	2.2.	Accessing Summon	5
	2.3.	Exploring Summon	6
	2.4.	Export Citations from Summon 2.0 to RefWorks	7
3.	Feat	ures of Ebook Central Platform – Online Reading, Downloading, Bookshelf	9
	3.1.	What is Ebook Central	9
	3.2.	Create Account on Ebook Central	9
	3.3.	Explore Features of Ebook Central	11
		3.3.1. Download	11
		3.3.2. Read Online	11
		3.3.3. Table of Contents and more	11
		3.3.4. Bookshelf	12
	3.4.	Download Book Items	13
	3.5.	Download Chapter Items	15
	3.6.	Export Citation from Proquest Ebrary to RefWorks	16
4.	RefV	Vorks Citation Manager	19
	4.1.	What is RefWorks Citation Manager	19
	4.2.	Create Account on Proquest RefWorks	19
	4.3.	Create Folders to store references	21
	4.4.	Upload Documents for future reference	22
	4.5.	RefWorks and LaTeX	23
		4.5.1. Export References into a BibTeX file	23
5.	Crea	ting Bibliographies in Microsoft Word	25
	5.1.	Install Write-N-Cite Plugin for Microsoft Word	25
	5.2.	Add Citation to document in Microsoft Word	28
	5.3.	Generate bibliography based on citations	
	5.4.	Add Citation Styles to Write n Cite	
		5.4.1. Create Bibliography in RefWorks using the required Style	

		5.4.2. Sync Write n Cite Plugin with Ref Works Database.	32
6.	IEEE C	Online Courses	33
	6.1.	Benefits of IEEE eLearning Library	33
	6.2.	How to Access IEEE courses	33
	6.3.	How to Obtain IEEE Learning Certificate	36
7.	Off Ca	ampus Access to Digital Library Resources	38
	7.1.	NED Internet Account	38
	7.2.	Configure NED VPN	38
Conclus	sion		40

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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.

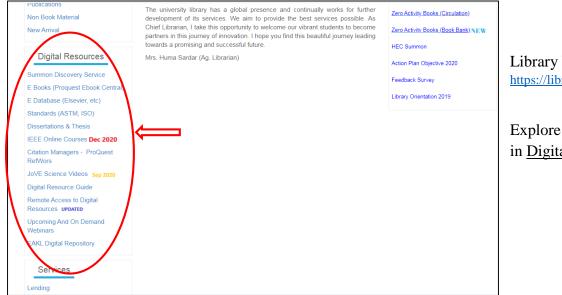
1.1. Access Digital Resources through Library Website



Figure 1.1-i



Click on Engr Abul Kalam Library in Academics Tab



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

Explore the links available in <u>Digital Resources</u> Block

Figure 1.1-ii

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		
Online Courses			
IEEE Online Courses	482 courses related to Aerospace, Bioengineering, Career Development, Signal Processing, Physics, Computing, Emerging Technologies, English, Robotics, Telecommunication, Power, Transportation and more		

2. Start your research using Summon

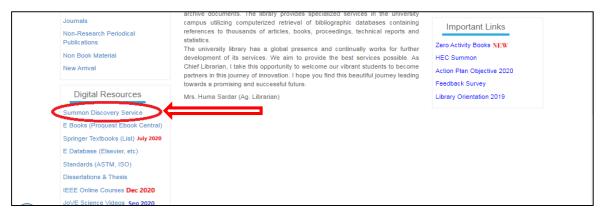
2.1. What is Summon

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

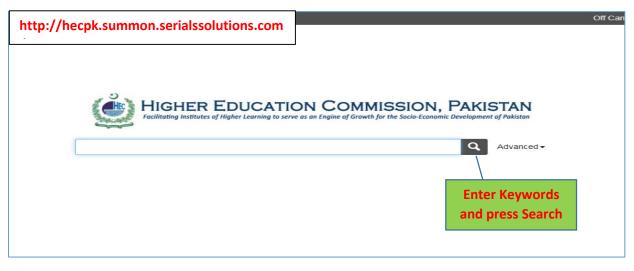
Go to Engr Abul Kalam Library Website at https://library.neduet.edu.pk





ENGR. ABUL KALAM LIBRARY	Home Search Library - E Database Library Portal Service Contact Us NEDUET
About The Library	Search Library Material
Library Campuses	
Staff Directory	Books All Location Articles Non Book Material
Donation Policy	
Library Resources	Keyword • Results Per Page 30 • Go
Books	
Journals	
Non-Research Periodical Publications	Summon : Search Digital Resources Through One Link
Non Book Material	Discover Library Digital Resources
New Arrival	
Digital Resources	
Summon Discovery Service	Search
E Books (Proquest Ebook Central)	Search More Options (Internet Required)
Springer Textbooks (List) July 2020	· · · · · · · · · · · · · · · · · · ·
E Database (Elsevier, etc)	
Standards (ASTM, ISO)	

2.3. Exploring Summon



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Figure 2.3-i
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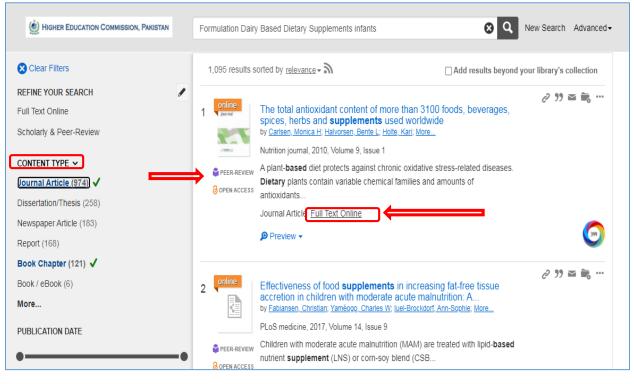


Figure 2.3-ii

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

2.4. Export Citations from Summon 2.0 to RefWorks

This feature requires that you have an account on RefWorks. (See: <u>Create an account on</u> <u>RefWorks</u>)

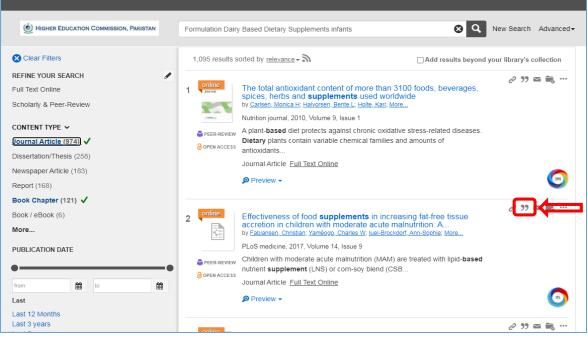


Figure 2.4-i

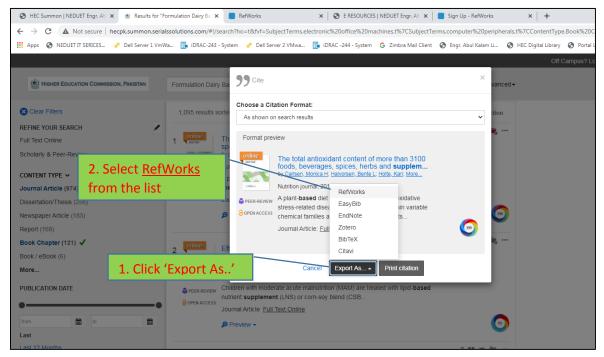
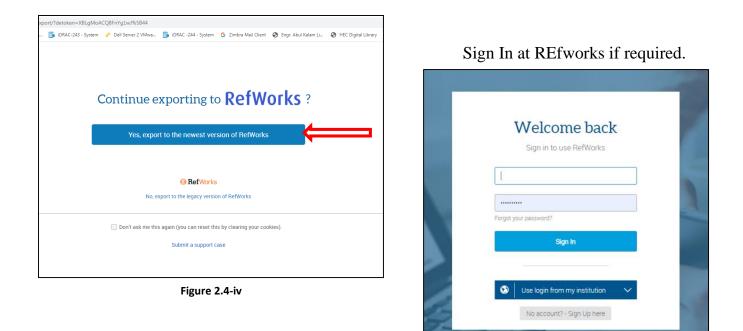


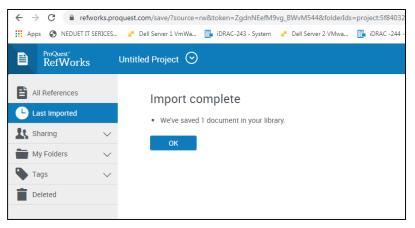
Figure 2.4-ii





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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.

Non Book Material development of Chief Librarian, New Arrival partners in this jo towards a promis **Digital Resources** Mrs. Huma Sarda Go to Library Website https://library.neduet.edu.pk/ Summon Dis E Books (Proquest Ebook Centra Click on Ebooks (Proquest Ebook Central) in Digital Standards (ASTM, ISO) **Resources Block.** Dissertations & Thesis IEEE Online Courses Dec 2020 Click on the Sign In Link to create an account. Citation Manager - ProQuest RefWorks JoVE Science Videos Sep 2020 Digital Resource Guide Remote Access to Digital Resources **UPDATED** Upcoming And On Demand Webinars EAKL Digital Repository Π

3.2. Create Account on Ebook Central



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	New to Ebook Central? You can create an account for free.	\implies	Create Account	Forgot usemame Sign In or password?	



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Keyword, Author, ISBN, and more	4) Advanced Search Browse Subjects		Higher E	Education Comn	nission	
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FIRST NAME						
LAST NAME						
EMAIL/USERNAME	name@email.com	Your email address becomes your username.				
PASSWORD		Minimum 8 Characters. Please do not use spaces.				
	I agree to ProQuest's Privacy Policy and Terms of Service					
	Create Account					



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.

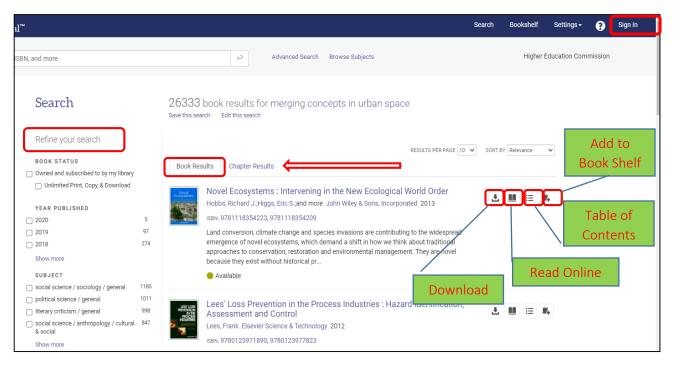
Ebook Central [™]		Search	Bookshelf	Settings -	0	Sign Out
	Your account has been created You may now download, highlight, annotate, set default citation style, and save to your bookshelf!					
	Continue					

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





- Use <u>Refine your Search</u> Options on the Left Portion the page to get relevant results.
- View <u>Book results</u> or <u>Chapter results</u> 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: <u>Create account on Proquest</u> <u>Ebook Central</u>)
- Download Adobe Digital Editions. (See: <u>Download Book Items</u>)

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.

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		Insider Threat Cole, Eric Technolo	; ;Ring, Sandra Elsevier Science & Te ;gy Books 2005 1597490481, 9780080489056	prise from Sabotage, Spying, and chnology Books Elsevier Science &		

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 <u>later in the chapter</u>.

3.4. Download Book Items

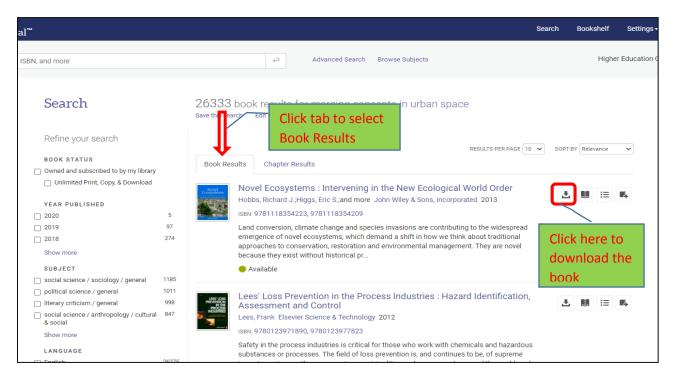
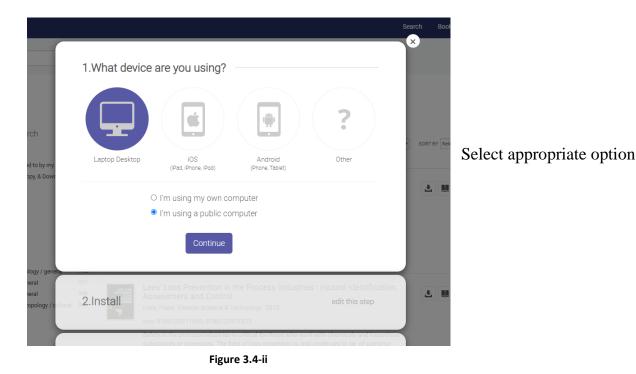


Figure 3.4-i

Follow the steps for downloading.



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

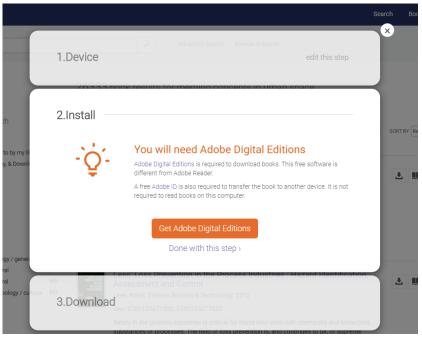


Figure 3.4-iii

Download the book in preferred format.

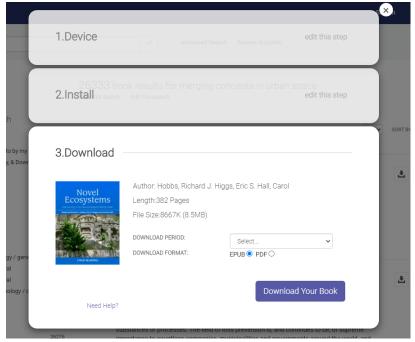


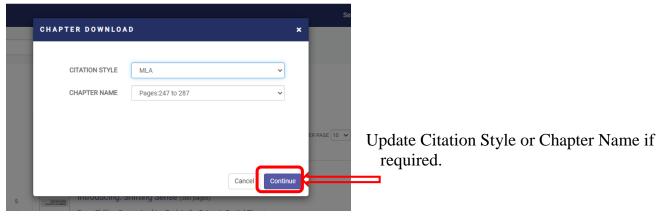
Figure 3.4-iv

3.5. Download Chapter Items

Go to Chapter Results tab.

Search	26333 book results for merging concepts in urban space Save this search Edit this search
Refine your search BOOK STATUS Owned and subscribed to by my library Unlimited Print, Copy, & Download YEAR PUBLISHED 2020 5 2019 97 2018 274 Show more	Introducing: Shifting Sense (380 pages) From Shifting Sense : Looking Back to the Future in Spatial Planning 2093 results in this chapter
SUBJECT non-classifiable 579 social science / sociology / general 118 political science / general 011 literary criticism / general 996 social science / anthropology / cultural 847 & social Show more	download the
LANGUAGE English 262 German 33 French 8	5 2 Urban form, structure and dynamics (30 pages) From Urban Ecosystems : Understanding the Human Environment 377 results in this chapter











3.6. Export Citation from Proquest Ebrary to RefWorks

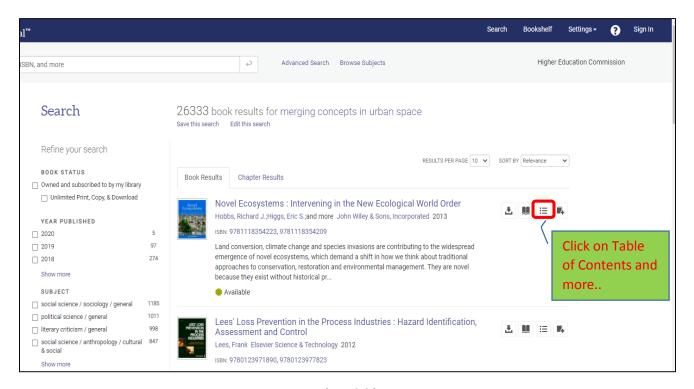
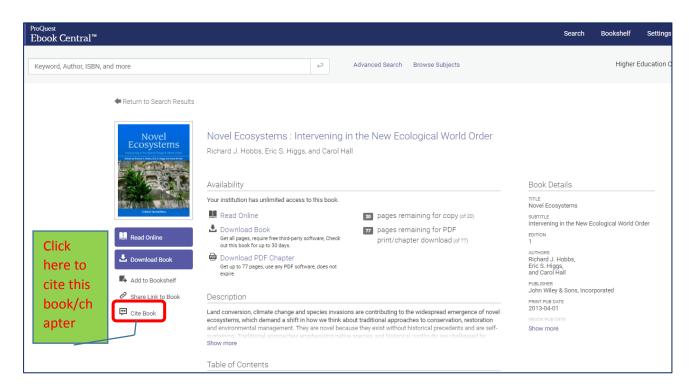
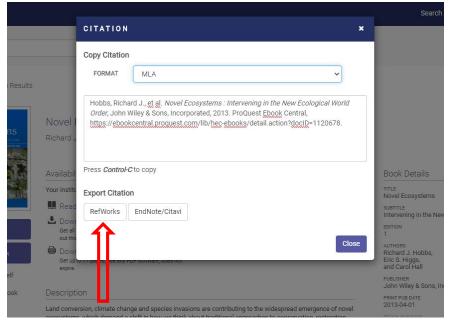


Figure 3.6-i





Update Citation Style as required.

Select RefWorks as shown.

Figure 3.6-iii

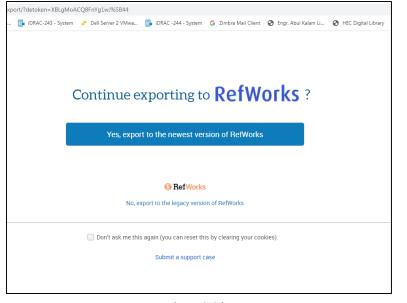


Figure 3.6-iv

Sign In at REfworks if required.

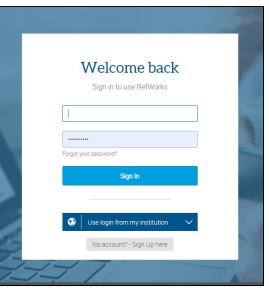


Figure 3.6-v

ProQuest [®] RefWorks	Untitled Project 📀	Select the folder
All References	Import references	<u>"FYP"</u> created
Last Imported	(Optionally change import destination)	earlier.
L Sharing	Assign to Folder(s)	
My Folders	FYP	
Tags	V FYP	
Deleted		Ŧ

Figure 3.6-vi

	ProQuest [®] RefWorks		
Ê	All References		Import references
Ŀ	Last Imported		(Optionally change import destination)
4	Sharing	\sim	Assign to Folder(s)
	My Folders	\sim	FYP Y
	Tags	\sim	Cancel Import
	Deleted		



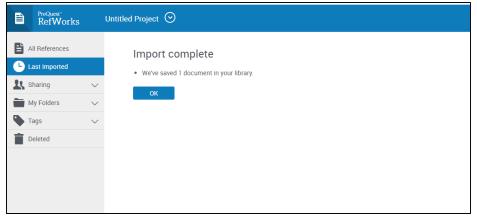


Figure 3.6-viii

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

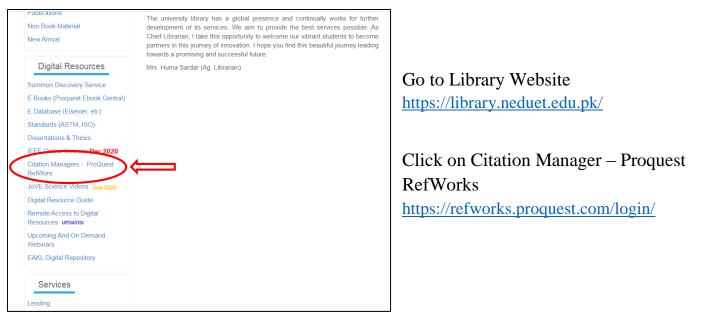


Figure 4.2-i

Create account with NEDUET email account<u>Authorized domains:</u>

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

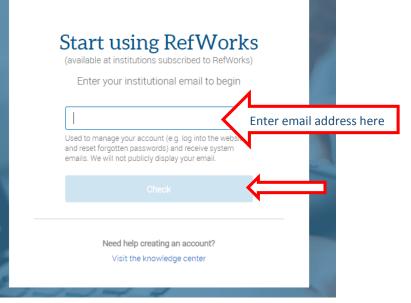


Figure 4.2-ii

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, e-mail 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.

Figure 4.2-iii

Sian Ur

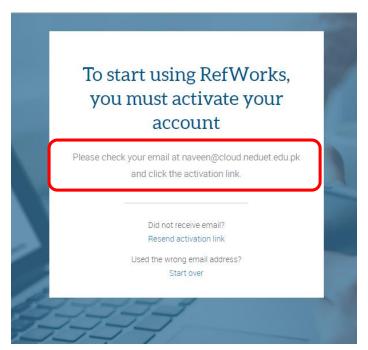


Figure 4.2-iv

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

4.3. Create Folders to store references

Crea	Apps 🕥 NEDUET IT	SERICES	st.com/export-project-p Dell Server 1 VmWa [titled Project 🛇		Dell Server 2 VMwa	📑 iDRAC -244 - System	G Zimbra Mail Client	Engr. Abul Kalam Li	S HE
1. U 2. O 3. T 4. I	All References Last Imported Last Imported My Folders Add folder Add folder Example Collection (5 Tags Deleted	Sort	Import refere (Optionally chang Assign to Folder(s Not in folder	s) 3	Name your folder Please enter a name for y EYP		Cancel	Save	



Folder is visible under My Folders List.

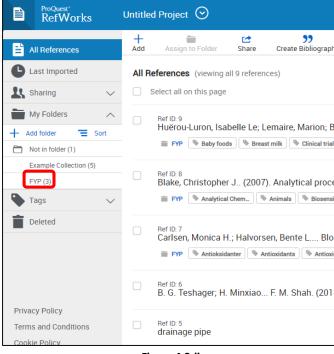


Figure 4.3-ii

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.

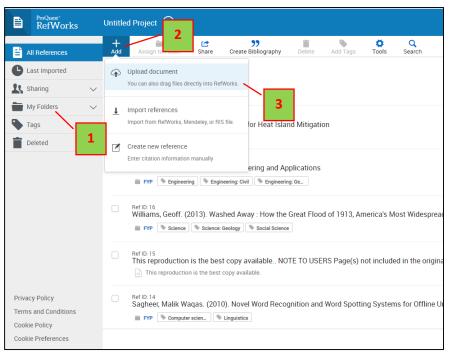


Figure 4.4-i

- 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.

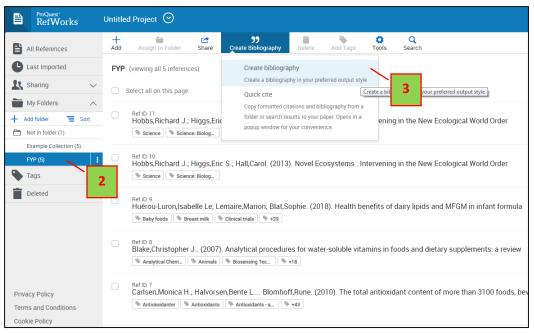
4.5. RefWorks and LaTeX

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 requries 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.

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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.

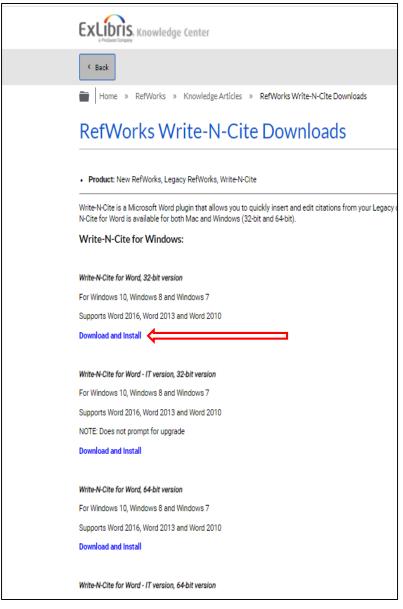
5. Creating Bibliographies in Microsoft Word

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.

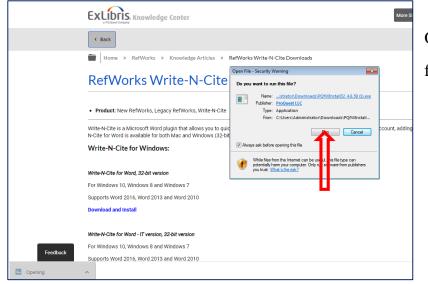
5.1. Install Write-N-Cite Plugin for Microsoft Word

Go to Write n Cite Downloads Page



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

- Operating System and
- Microsoft Word Version.



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

Figure 5.1-ii

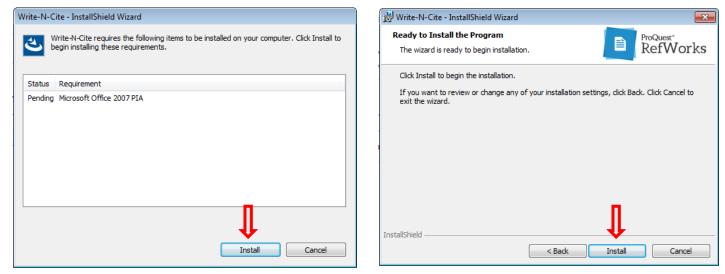


Figure 5.1-iii



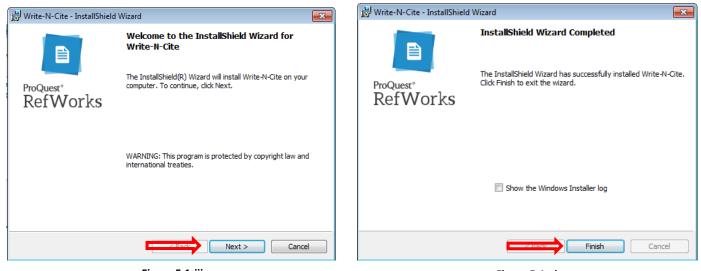
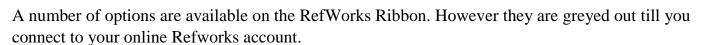


Figure 5.1-vi

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

Image: Citation and Bibliography Extras Sync My Database Log In Image: Citation and Bibliography Image: Citation and Bibliography Image: Citation and Bibliography Image: Citation and Bibliography	FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	RefWorks
Citation and Bibliography Extras Settings	Insert	Bibliogra		Ren	nove Field Codes	Preferences				
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						Figure 5.1-iv				

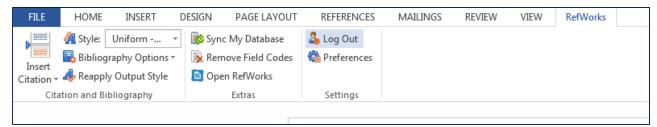


Click on 'Log In' button as shown by arrow.

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HOME INSERT DESIGN PAGE LAYOU March Style Image: Style Image: Style Image: Style Insert Bibliography Options* Image: Style Image: Style Image: Style Citation - # Remove Field Code Code Remove Field Code Image: Style Image: Style Citation - # Remove Field Code Code Remove Field Code Image: Style Image: Style Citation - # Remove Field Code Code Remove Field Code Image: Style Image: Style	🚨 Log In	W VIEW RetWorks	Login to RefWorks using your Credentials

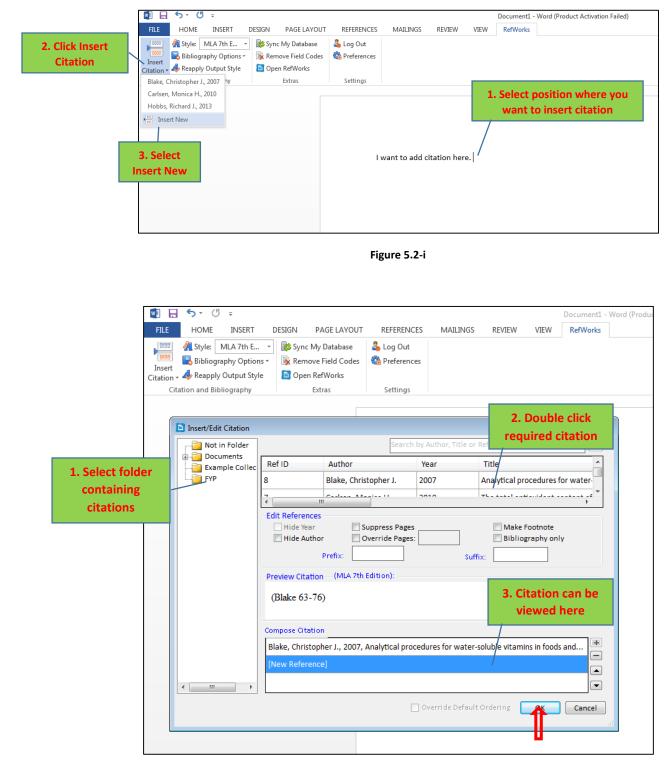
Figure 5.1-v

All options will become active as seen below.



5.2. Add Citation to document in Microsoft Word

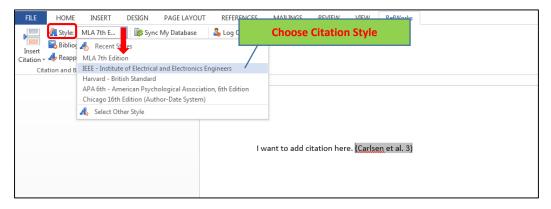
During write ups, citations are inserted in the document where needed and references are generated at end of report based on the citations.



FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	RefWorks		
Insert Citation	Bibliog	MLA 7th E raphy Options * y Output Style	🖹 Remo	My Database ve Field Codes RefWorks	💪 Log Out 🆚 Preferences				Citat	tion appears at	
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		æ -N-Cite me more			L.	want to add c	itation her	e. (Carlse		rsor position	



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.





FILE HOME INSERT I	DESIGN PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	RefWorks	
A Style: IEEE - Instit v Bibliography Options v Citation v A Reapply Output Style	Sync My Database Remove Field Codes	💪 Log Out 🌼 Preferences					
Citation and Bibliography	Extras	Settings					
					Cita	ation Style	updated.
		Ιv	vant to add c	itation her	e. [1]		

Figure 5.2-v

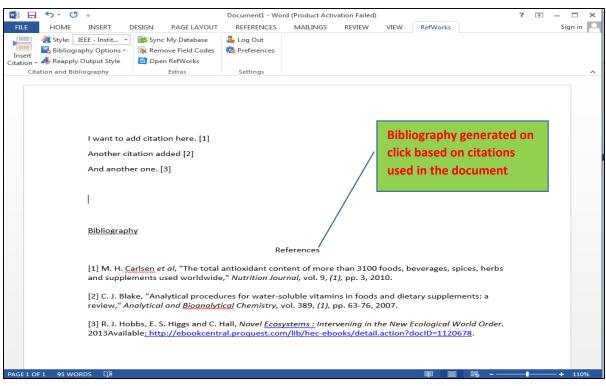
5.3. Generate bibliography based on citations

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.

💵 🗛 🐬 🖑 🕫	Document1 - Wo	rd (Product Activ	ation Failed)			? 📧 – 🗆	×
FILE HOME INSERT DESIGN PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	RefWorks	Sign i	n 🔍
Format Bibliography Opti	Constant Con		,				^
I want to add citation here. [1] Another citation added [2] And another one. [3]							
	End of Docu ibliography.						

Figure 5.3-i



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/

ProQuest* RefWorl	ĸs	Untitle	d Project 📀						
All References		+ Add	Assign to Folder	C Share	99 Create Bibliography	D elete	Add Tags	Tools	Q Search
Last Imported		All R	eferences (viewing	all 11 refere				4	
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Figure 5.4-i

	ProQuest* RefWorks	s Untitled Pro	ject ⊙	
	All References	All references in 'A	Il References' (11) 🛛 Selected references in 'All References' (0)	
		n Sytle Name search box	Bibliography from All references in 'All Reference Chicago 16th Edition (Author-Date System) IEEE Include CSL styles (crowdsourced repository) () Search Results (16)	1. Click Here Copy to Clipboard Sliography L Shah. 2018. Direct Power Control Strategy Based Variable Speed Pumped
				 anan. 2018. Direct Power Control strategy based variable Speed Pumped mpact on the Grid Stability. doi:10.1109/CPE.2018.8372526. amins in Foods and Dietary Supplements: A Review," Analytical and
			Image: constraint of the second se	Dragland, Laura Sampson, Carol Willey, et al. 2010. "The Total Antioxidant upplements used Worldwide". <i>Nutrition Journa</i> 9 (1): 3. esearch Paper (so that it Will be Accepted) in a High-Quality Journal." Annals of (wiley com/dol/10.1002/ana.24317/full. ns: Intervening in the New Ecological World Order. New York: John Wiley &
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			https://play.google.com/store/books/details?id=fqkgAgAAQ Khan, Ibrahim, Khalid Saeed, and Idrees Khan, 2019, <i>Nanoparticle</i>	

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

Return to Microsoft Word

FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFEREN	VCES	MAILINGS	REVIEW	VIEW	RefWorks	
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Figure 5.4-iii

Sync Word with RefWorks Database

FILE	HOME	INSERT	DESIGN	PAGE LAYOUT	REFERENCES	MAILINGS	REVIEW	VIEW	RefWorks	
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		APA 6th - Am Chicago 16th	ner 🙀 Wri	te-N-Cite me more						
		🐴 Select Ot	her Style							

Figure 5.4-iv

Select the style to update bibliography.

The citations and references are updated.

6. IEEE Online Courses

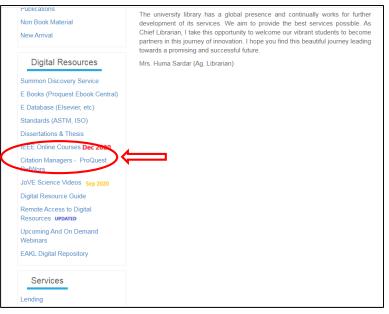
The IEEE eLearning Library offers high-quality, peer-reviewed online courses in relevant topics. The Library delivers hundreds of course hours in core and emerging technologies, providing professionals, faculty, and students a better way to learn, These courses have been developed by recognized experts in a wide range of engineering and research technologies.

<u>NOTE</u>: The price of a single course in eLearning library for a university is US\$ 1500-1800 and the complete collection of 482 courses in eLearning library is priced at around US\$ 30000-32000 for each university, whereas these courses have been offered for free to the universities within Pakistan on the special request of Higher Education Commission during the difficult times of COVID-19 lockdown till <u>December</u>, 2020.

6.1. Benefits of IEEE eLearning Library

- ONE hour online courses enable you to get up-to-date quickly on emerging technologies and trends.
- Learners who pass course assessments through the IEEE Learning Network can earn IEEE digital certificates, including Continuing Education Units (CEUs) and Professional Development Hours (PDHs).
- Course topics span a wide array of technologies 5G, cyber security, ethical hacking, Internet of Things, artificial intelligence, edge computing, autonomous vehicles, blockchain, smart grid, and more.

6.2. How to Access IEEE courses



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

Click on IEEE Online Courses https://ieeexplore.ieee.org/courses/home

33



Sign In using the following credentials

Username: 124NUET Password: 9bEARq

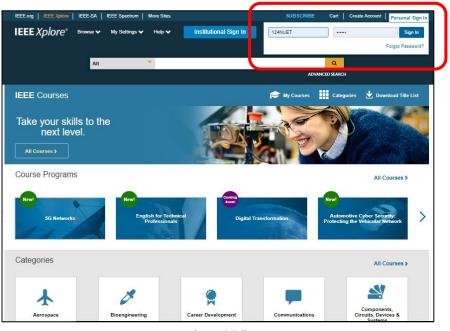


Figure 6.2-ii

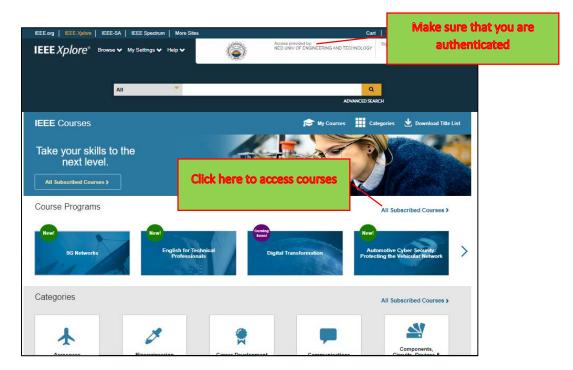


Figure 6.2-iii

Select a course of your choice from more than 480 courses available.

Click on Access Course

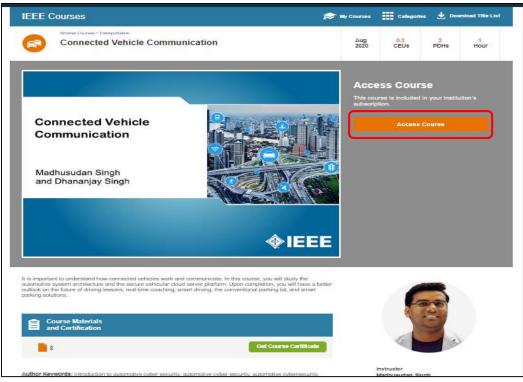


Figure 6.2-iv

Each course has duration of ONE Hour.

*Please take notes during the video, as these will be required for the certificate.

At the end of the course there are 10 questions to evaluate your understanding of the topics.

6.3. How to Obtain IEEE Learning Certificate

Return to main page of the course after completing the video and evaluation.

Click on the Get Course Certificate Button shown in the figure 6.3-i.



Figure 6.3-i

You will be required to fill in a form asking your personal information, email address.

IEE	\ /	Certif	Educat ficates			
ubmitting this form, you attr				he information to appear o	on your certificate. By	
		Certificate	Information			
Firct Name #	11					
Middle Name						
Last Name *	1/					
Email (for cending certificat	•) *					
eLearning Course Host Please select a host					~	
Course Title						
If you're looking to request cer Please select the title of th		prease note that you must hill	out this evaluation form for ea	ch course separately.	~	
Completed Date					_	
		Evali	uation			
Please indicate the extent to						
The course material was	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	
organized clearly and logically	•	•	•	•	•	
The objectives of the course were satisfied The technical content was	•	•	•	•	•	
appropriate to the stated level of the course	•	•	•	•	•	
My knowledge on the topio Increased to a level that made attendance worthwhile	•	•	•	•	•	
The instructor's speaking						

You will also be required to answer questions related to the course such as

- In one or two sentences, please summarize briefly what this course was about.*
- What one topic from this course did you find most helpful to your job, and why?*
- What did you like most about this eLearning course?*
- What would you tell a colleague about this course?*
- How can this course be improved?*
- What topics are you interested in learning about in future courses?*

Certificates are issued in 7 - 10 days after evaluation of your answers.

Please read the acknowledgement section of the form carefully before submitting the form.

	Email Preferences
•	I have read and agree to the IEEE Privacy Policy
-	I would like to receive updates on IEEE Continuing Professional Education offerings
	Approved IEEE partners may occasionally send me email
	Acknowledgment
	ertify that the information provided on this form is accurate and true. I understand that submissions may be audited by IEEE at any time. Providing false and/or accurate information may result in revocation of education credits. Agree
	submitting this form, you are giving IEEE permission to contact you in order to deliver the certificate you have requested. Please note that we are required to retain ecord of the personal information you submit related to this certificate for a minimum of 7 years.
	ur certificate will be emailed to the address you provide within ten (10) business days. If you have any questions, please email the IEEE Continuing lucation staff.
	SUBMIT

Figure 6.3-iii

7. 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.

7.1. 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.

7.2. Configure NED VPN

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

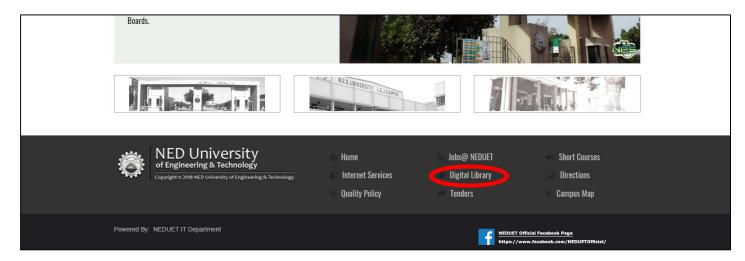


Figure 7.2-i

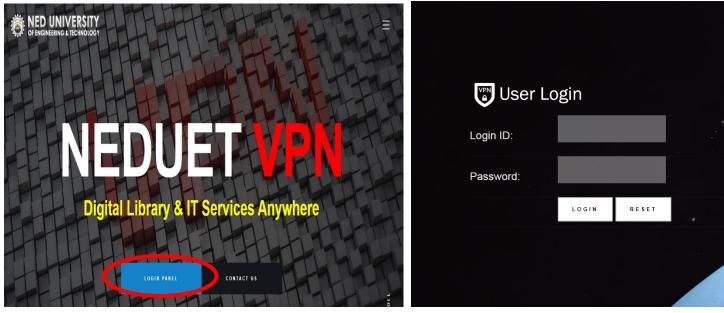


Figure 7.2-iii



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

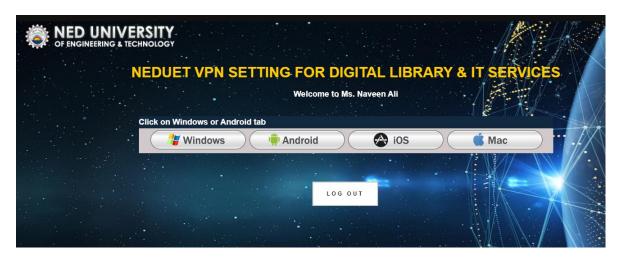


Figure 7.2-iv

- 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

Ms Naveen Ali Senior IT Mananger, First Floor, Engr Abul Kalam Library, Ned University of Engineering & Technology,

Ext: 2428 Email: naveen@neduet.edu,pk