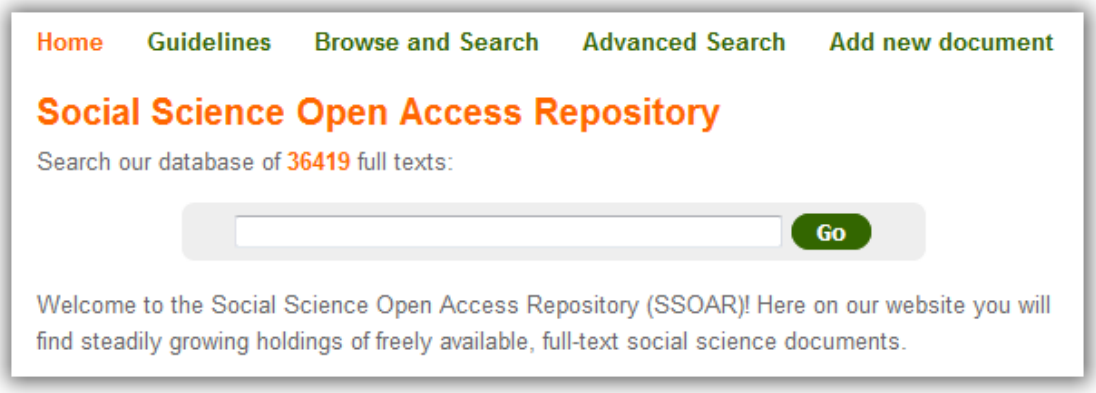
The Online Library
Senate House Library, University of London

Quick Start Guide- Social Science Open Access Repository

The Social Science Open Access Repository (SSOAR) is a database of social science literature maintained by the Leibniz Institute for the Social Sciences. It has over 36,000 texts which are open-access and provided by social scientists and social science research institutions.

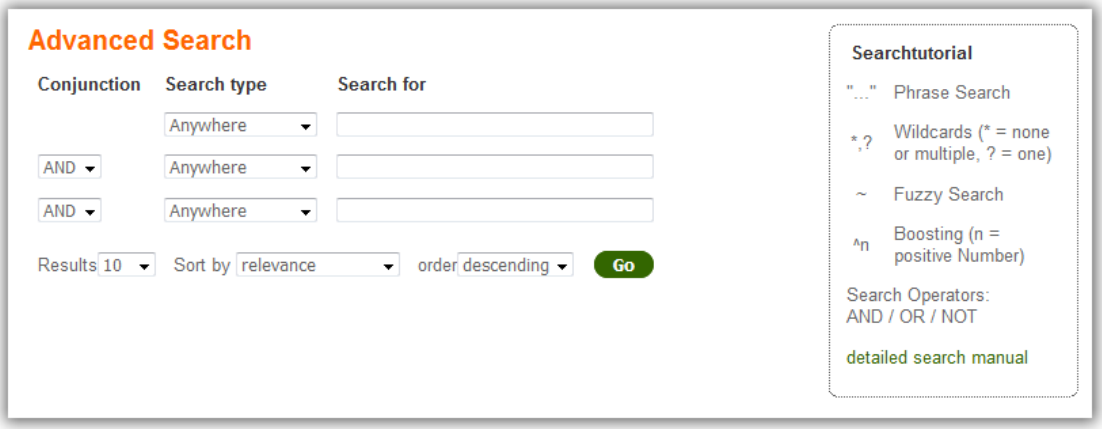
This guide is intended to help you search the database.

Searching



There are Basic and Advanced Search options. If you already know what you are specifically looking for, type your search terms in the box on the homepage and click **Go.**

If you want a more refined search, for example because you are doing research around a topic, click on **Advanced Search** to be taken to the page below.



Type what you are searching for in the boxes. If you type a title or part of a title, click on the Search Type drop-down menu and select Title. You can also search authors, keywords and other elements this way.

It will automatically search for articles which have what you typed in all of the rows. For example if I typed 'Williams' next to Author and 'Microeconomics' next to Keyword, then my search would only return articles which had both Williams as an author and Microeconomics as a keyword.

You can use the drop-down menus on the left of the page to select OR. This will expand your search to include articles which satisfy at least one of the rows. For example, my search would return articles which only had Williams as an author, or Microeconomics as a keyword, or both.

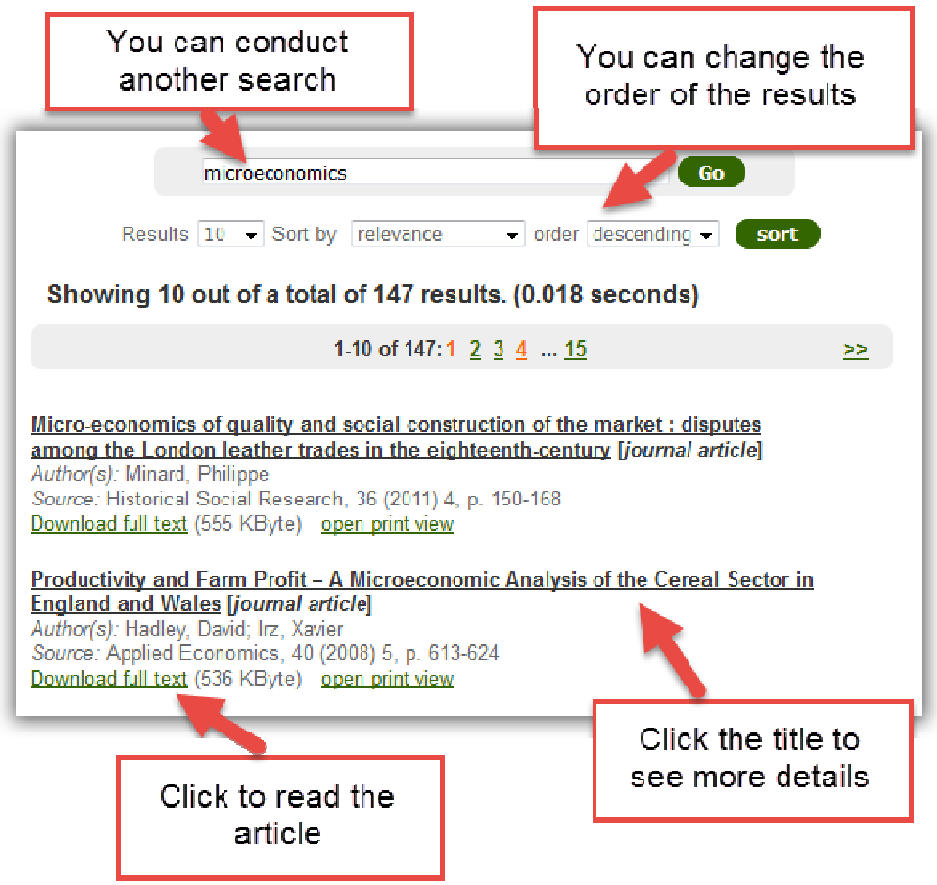
You can select NOT to exclude articles from your search.

The 3 drop-down menus at the bottom let you control what the search results page looks like. You can change how many results per page there are. The search will automatically return articles which fit your search criteria the best, but you can use the drop-down menu next to **Sort by** to change the order to publication year or alphabetical by author. If you select publication year, the order will be most recent first. If you want the oldest articles to be first, change **descending** to **ascending**.

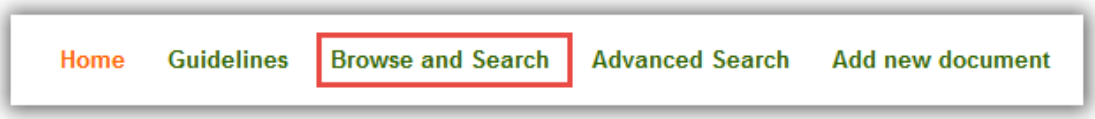
On the right side of the page there are search tips.

Search results

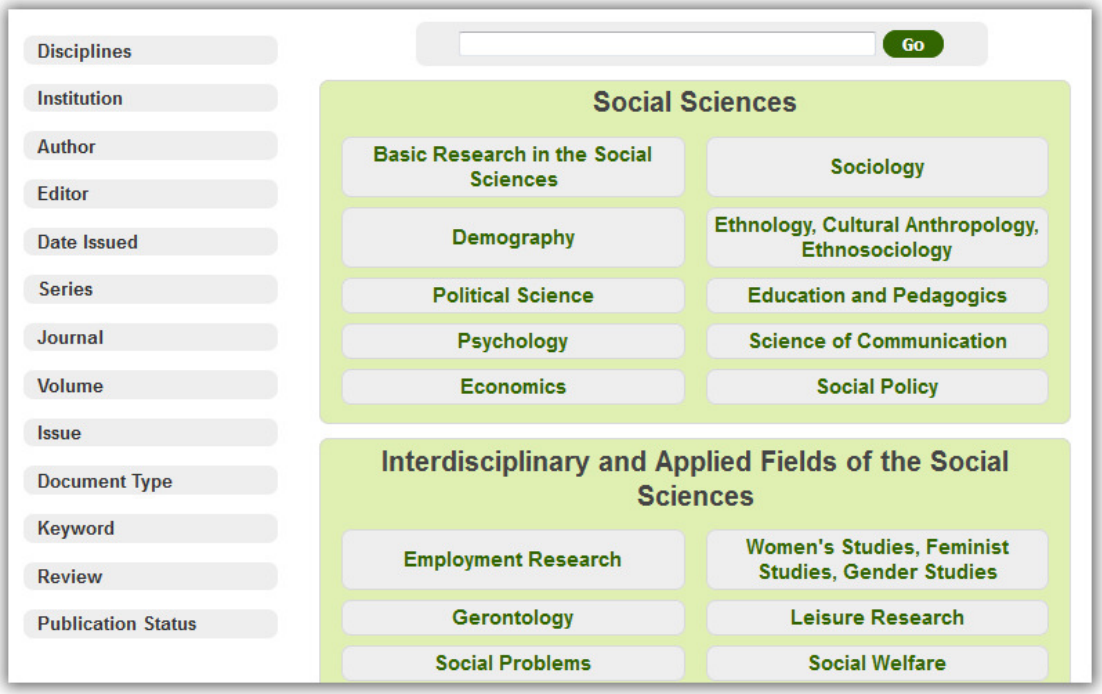
After you have clicked **Go** you will see a page like the one below.



Browsing



To start browsing, click **Browse and Search** near the top of the page. This will take you to a list of subjects.



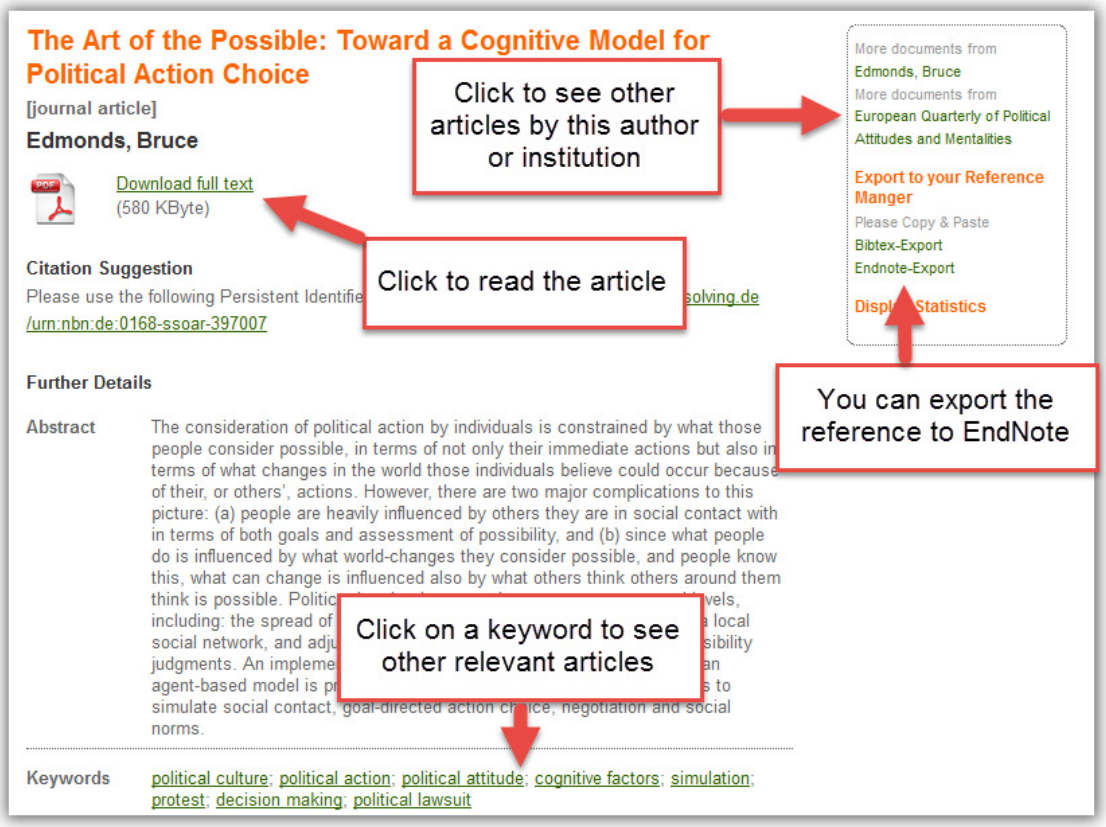
Clicking on one of the subjects will take to you a list of articles most relevant to that subject.

Clicking on **Disciplines** in the top left corner will allow you to browse more specific subject areas.

Clicking on any of the other links on the left side of the page will show you groups of articles, the largest of the groups being at the top. For example clicking on **Author** will show you the authors who have contributed the most articles. The number in brackets is the number of articles in that group. If you click on one of the subjects, the groups on the left side of the page will change to be only groups relevant to that subject.

Viewing articles

When you click on the title of an article you will be taken to a page like the one below.

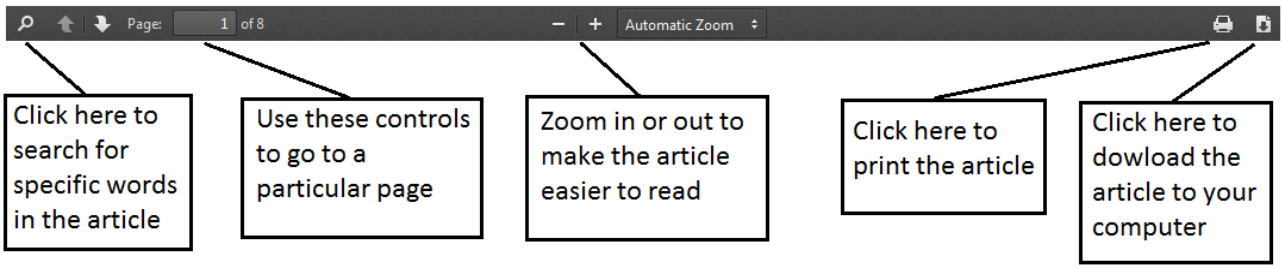


EndNote is Reference Management Software which you have access to through the Online Library. You can enter EndNote from your programme gateway.

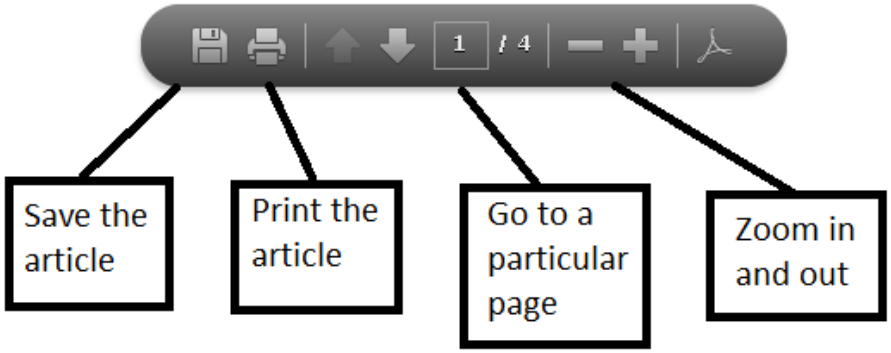
PDFs

Downloading a document as a PDF will allow you to save and print the resource.

If you use Firefox you will see this bar at the top:



If you use Internet Explorer you will see this at the bottom:



If you need further help please contact the Online Library

+44 (0)20 7862 8478 (between 09.00 and 17.00 UK time)
OnlineLibrary@shl.lon.ac.uk
http://onlinelibrary.london.ac.uk/about/contact-us