

# Retrieval and management of references after you graduate or leave your job

## ■ Description of the training

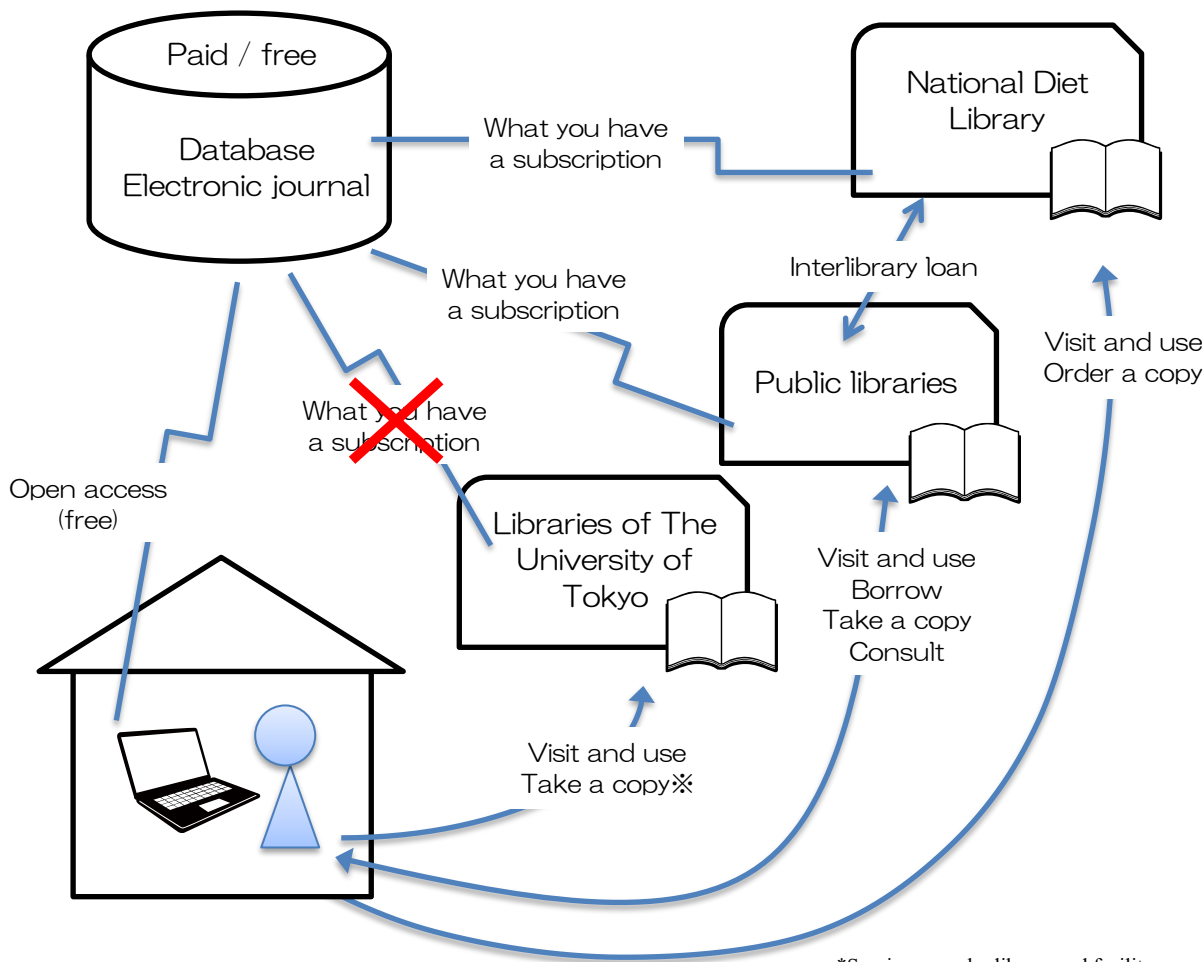
- ◆ Free databases and electronic journals that are open to the public
  - Searching for papers and materials online
- ◆ About library use
  - Libraries of the University of Tokyo
  - Other libraries (public libraries, National Diet Library, etc.)
- ◆ Reference management (Storage and creation of lists of books, journals, papers, etc.)
  - RefWorks, Mendeley, EndNote Online, etc.

\*Note\*

Many of the databases and electronic journals that may be used at the University of Tokyo are made available through contracts by the University, and therefore may be used only by members of the University.

While enrolled at the University of Tokyo	After graduation, completion, or leaving your job
Databases and electronic journals contracted by the University of Tokyo for a fee Web of Science, JSTOR, IEEE, etc.	<b>!! !! ! Not available !! !! !</b>
Free databases and electronic journals available to anyone	Available

Nevertheless, there are many things you can do.



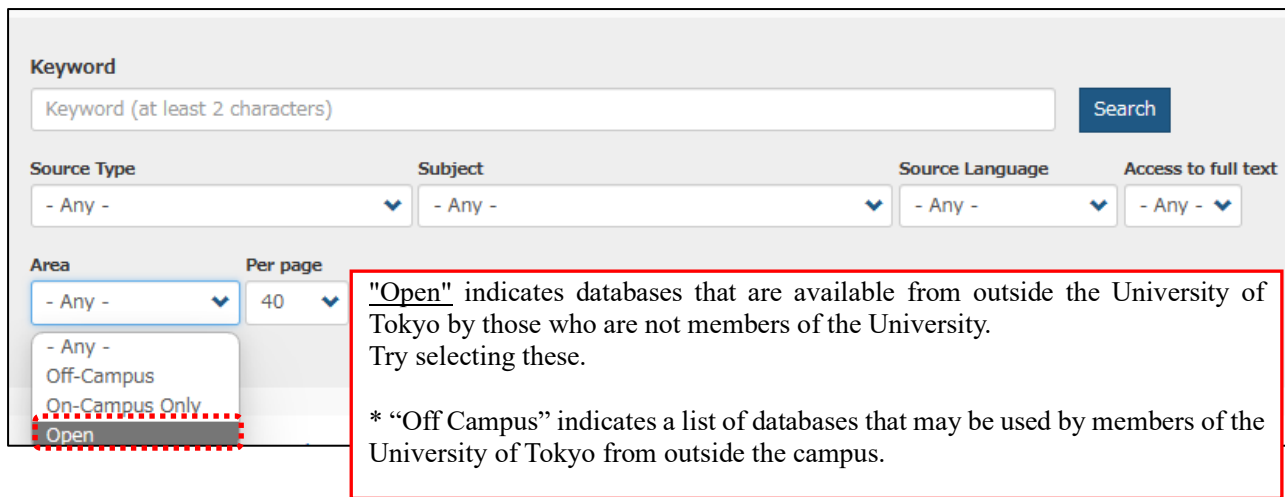
\*Services vary by library and facility.

Academic Information Literacy Section, Information Technology Group,  
The University of Tokyo Email: literacy@lib.u-tokyo.ac.jp

**[Reference] Portal to databases and electronic journals**

**University of Tokyo Library System** ⇒ <https://www.lib.u-tokyo.ac.jp/ja/library/contents/database>  
**List of databases**

- ◆ Also available to people outside of the University
- ◆ By conducting a search specifying “Open,” a list of databases available from outside the University is displayed.



**Keyword**  
 Keyword (at least 2 characters) Search

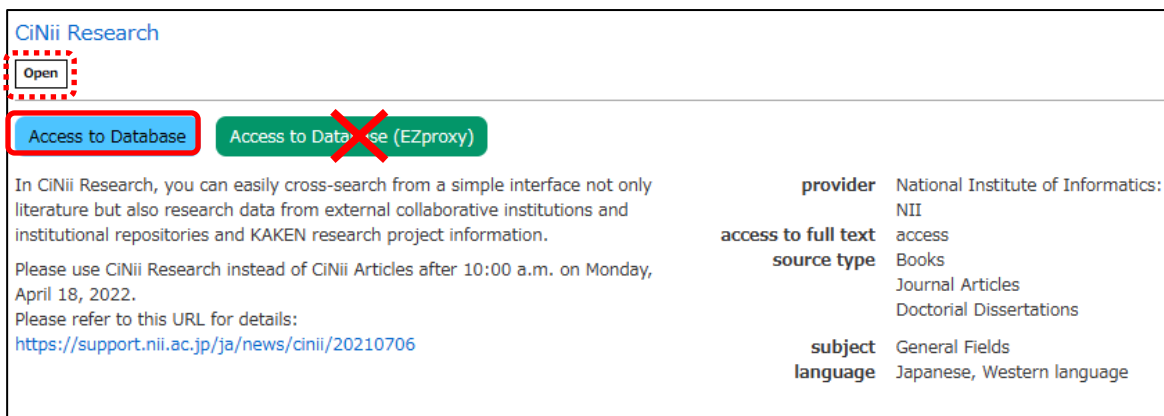
**Source Type** - Any - **Subject** - Any - **Source Language** - Any - **Access to full text** - Any -

**Area** - Any - **Per page** 40

- Any -  
 Off-Campus  
 On-Campus Only  
**Open**

"Open" indicates databases that are available from outside the University of Tokyo by those who are not members of the University. Try selecting these.

\* "Off Campus" indicates a list of databases that may be used by members of the University of Tokyo from outside the campus.

**CiNii Research**

Open

Access to Database Access to Database (EZproxy)

In CiNii Research, you can easily cross-search from a simple interface not only literature but also research data from external collaborative institutions and institutional repositories and KAKEN research project information.

Please use CiNii Research instead of CiNii Articles after 10:00 a.m. on Monday, April 18, 2022.  
 Please refer to this URL for details:  
<https://support.nii.ac.jp/ja/news/cinii/20210706>

<b>provider</b>	National Institute of Informatics: NII
<b>access to full text</b>	access
<b>source type</b>	Books Journal Articles Doctorial Dissertations
<b>subject</b>	General Fields
<b>language</b>	Japanese, Western language

Databases with an "Open" icon may be used from outside the University, by clicking the "Access to Database" button.  
 The "Access to Database (EZproxy)" button is for members of the University of Tokyo, when they wish to use the database list from outside the campus. It is not available to people outside the University.

## Free databases and electronic journals that are open to the public

Free databases and electronic journals that are open to the public are available even if you have left the University of Tokyo.

More and more papers are designated "Open Access" in electronic journals, and many papers may be read free of charge in some fields. There are also papers that may be viewed for a fee using the Pay-per-view (PPV) system.

(Reference) Free electronic journals open to the public

⇒What is open access?: UTokyo Repository

<https://repository.dl.itc.u-tokyo.ac.jp/about>

## Searching for papers and materials online (You can use each site from the Database List)

The reference text was created for those belonging to the University of Tokyo, but search tips can also be used by outsiders.

A website for obtaining information on papers (database search engine)

The full text is often not available on the website and may be reached by following links, etc., shown on the data.

Or, a separate search is possible for the location of printed materials⇒p.5, 6 See also "About using the library"

■ **CiNii Research: Papers of all fields published in university journals and academic journals in Japan**

■ **Google Scholar: Exclusive web search engine for searching academic materials in all areas**

※Full Text @ UTokyo from the search result screen is a service for members of the University of Tokyo

■ **PubMed: English medical/life sciences papers**

■ **ERIC: English papers in education**

○ Some of the free databases are pirated paper websites that publish paid papers without permission from the publishers. Tools for searching legally published papers include browser add-ons such as **unpaywall and EndNote Click (f.k.a. Kopernio)**. [unpaywall] <https://unpaywall.org/> [EndNote Click] <https://kopernio.com/>

○ **Watch out for predatory journals!**

Predatory journals are poor-quality open-access journals that abuse open-access publication models and skip proper peer review for the purpose of obtaining publication fees from authors. You are advised to confirm the credibility of journals not only when posting a paper but also when citing one, using a checklist (Think Check Submit), etc.

[Think Check Submit] <https://thinkchecksubmit.org/>

Website for searching papers themselves (Open-access journals)

\*Some of the titles might be charged.

■ **J-STAGE (Papers of all fields published in Japan):**

This is an open platform for electronic academic journals published in Japan. Titles with the "Free" and "Open-access" icons are available for free.

■ **Directory of Open Access Journals (DOAJ) (All fields):**

This is a website of a collection of open-access academic journals. The website presents only reputable journals that have been peer-reviewed properly.

■ **PLOS(Medical and natural sciences), BMC(Biology and medical science):**

This is a search platform for finding papers published as peer-reviewed open access journals.

■ **PMC (Life sciences):**

This is an archive of open-access papers operated by the National Center for Biotechnology Information (NCBI), a division of the National Library of Medicine of the United States National Institute of Health (NIH) in America.

Other

■ **UTokyo Repository:** Research results (papers, etc.) at the University of Tokyo that are made open to the public.

In addition to academic papers, research reports, and books written by members of the University of Tokyo, various research results such as research bulletins and doctoral dissertations published by each graduate school are open to the public.

■ **UTokyo Academic Archives Portal:** Search is possible across the digitized collections of the University of Tokyo

You can also narrow down your search to "items with images only" or "items with freely available images and metadata only."

■ **JAPAN SEARCH:** Search is possible across digital archives in a wide range of fields in Japan

Content fields include books, official documents, cultural properties, art, humanities, natural history / science and engineering, academic assets, broadcast programs, and movies. The page showing the content details also specifies the terms and conditions of use.

■ **Portal Site of Official Statistics of Japan (e-Stat):** Government statistics in Japan

In addition to statistical data itself, functions to display key statistical data in graphs and chronological order, and to display statistical data superimposed on a map for geographic analysis are also available.

### Charged services for individuals

■ **JapanKnowledge:** (Dictionaries and encyclopedias) \*Paid and may be contracted by individuals  
<https://japanknowledge.com/personal/> (Japanese)

■ **Ichushi Personal Web:** (a search system for papers in Japanese in medical and life sciences fields provided by Japan Medical Abstract Society) \*Paid and may be contracted by individuals  
[https://www.jamas.or.jp/service/ichu\\_p/fee.html](https://www.jamas.or.jp/service/ichu_p/fee.html) (Japanese)

■ **JSTOR:** (a search system for papers in English in humanities and social sciences fields)

There are paid services that may be contracted by individuals and free services where up to six titles may be viewed in a month. Owing to special support regarding COVID-19, the amount of free content has increased. The end date is undecided.

For more information, access Support > Independent researchers

⇒ <https://support.jstor.org/hc/en-us/sections/115001405788-Independent-Researchers>

<https://support.jstor.org/hc/en-us/articles/115004760028-How-to-register-get-free-access-to-content>

## About library use

Even if you cannot find the materials you want online, try using libraries near you.

\*The content of services may differ from usual due to the influence of the spread of COVID-19. Please check the latest information on the website before use.

### Use of the University of Tokyo library System

Those who have graduated from the undergraduate or graduate school of the University of Tokyo can create a "University of Tokyo Library Admission Card". However, electronic journals and databases, wireless LAN, and ordering of references are not available.

The terms of use and procedures vary by library and facility. Please access the following URL first.

【University of Tokyo Library System: for those who graduated from the University】See " for alumni "

<https://www.lib.u-tokyo.ac.jp/en/library/contents/contact/alumni>

【University of Tokyo General Library Usage guide】 See " Alumni Library Pass"

<https://www.lib.u-tokyo.ac.jp/ja/library/general/user-guide/outside/alumni-content>

■ **University of Tokyo OPAC:** Catalog of books in the University of Tokyo Library

[https://opac.dl.itc.u-tokyo.ac.jp/opac/opac\\_search/?lang=1](https://opac.dl.itc.u-tokyo.ac.jp/opac/opac_search/?lang=1)

※ **MyOPAC** is not available for graduates and retirees.

※ If you wish to visit the libraries and use materials, please note that the library hours and procedures for use differ by each library.

Please check beforehand which library(ies) has the materials you wish to see using the OPAC system, and notify the library(ies) before your visit.

### Use of libraries of the next affiliated organization

If you are enrolling at or plan to work with other research institutions, services such as support for reference searches and interlibrary loan service (take photocopies and books from other libraries) would normally be available at libraries of the organization. The content of services varies by organization. Please contact the organization after the enrollment or employment.

### Use of metropolitan, municipal, ward, and other public libraries

An increasing number of municipal and other public libraries has offered "support to businesses" such as support for database usage, training sessions, etc. Some municipal libraries accommodate interlibrary loan service (take photocopies and books) from the National Diet Library and university libraries.

Some libraries have purchased databases, etc. Please contact each library for details.

(Reference) Japan Business Library Association <http://www.business-library.jp/en/>

The collections may be searched using the **OPAC** system, etc., of each library.

■ **Calil:** Collective search is possible on the information of the collections and lending situations at public and university libraries of Japan.

<https://calil.jp/> (Japanese)

※ Most university libraries, especially private ones, do not provide services to outsiders, but some may have concluded a mutual usage contract in the region.

■ **Tokyo Metropolitan Libraries:** On the right side of the screen is an icon for integrated search across the metropolitan, ward, and municipal libraries.

<https://www.library.metro.tokyo.lg.jp/english/>

■ **Library Link of the Japan Library Association:** Links to public and private libraries.

<http://www.jla.or.jp/english/tabid/77/Default.aspx>

### Specialized Libraries

Technical data in each field are collected in specialized libraries. While there are a variety of sources, including companies, private organizations, and research institutes, many libraries are open to public.

F.Y.R.) **Japan Special Libraries Association** <https://jsla.or.jp/english-page/>

■**ndlib.jp**: Search for data from specialized libraries in Japan

You can search by keyword data owned by about 40 specialized libraries in Japan. It is also expected to be used to know what specialized libraries exist through search results.

■**Specialized library guide**: Search about 450 specialized libraries in Tokyo and neighboring prefectures (provided by Tokyo Metropolitan Library)

<https://senmonlib.metro.tokyo.lg.jp/>

## Use of the National Diet Library (NDL)

The Library is open to anyone aged 18 years and older, and offers services through other public and university libraries.

The “registered user system” enables individuals to use the “remote copying service,” among others.

There are also databases and electronic journals, etc., available in the Library.

【User registration】 <https://www.ndl.go.jp/en/registration/index.html>

【List of online services】 <https://www.ndl.go.jp/en/use/service/index.html>

■**NDL Online: Catalog of the National Diet Library**

<https://ndlonline.ndl.go.jp/>

In addition to searching data, you can also apply for remote copying service.

■**Research Navi**: guidance to research in the Library

<https://rnavi.ndl.go.jp/en/>

It is a website where you can search on how to look up the topics you wish to search. The website also refers to paper materials owned by the National Diet Library and websites.

■**National diet library digital collections**: Service that allows users to search and browse digital data collected and stored at the National Diet Library

<https://dl.ndl.go.jp/en/>

Regarding data for which the copyright protection period has expired or data with permission of the copyright holder, etc., the images in the text are open to the public and anyone can use them on their own terminal.

In addition, data that are difficult to obtain due to being out of print or other reasons can be used on your own terminal even before the expiration of the copyright protection period by registering for the "Digitized Data Transmission Service for Individuals."

## Overseas library

There are also websites where users may request copies by paying with a credit card. Viewing of digitized materials might also be possible in some cases.

■**Explore the British Library**: British Library

<http://explore.bl.uk>

■**Library of Congress Online Catalog**: Catalog of the Library of United States Congress

<https://catalog.loc.gov/>

■**Library Hub Discover**: Libraries of academic and professional organizations in the United Kingdom and Ireland

<https://discover.libraryhub.jisc.ac.uk/>

■**Karlsruher Virtueller Katalog (KVK)**: Union catalogue covering German-speaking countries (Germany, Switzerland, and Austria) and other countries of Europe and North America

<https://kvk.bibliothek.kit.edu/>

■**WorldCat**: Cross-search through libraries all over the world

\*Search is possible using the OPAC system of the University of Tokyo, by switching between tabs.

<https://www.worldcat.org/>

## Reference management: saving the information and creating a list

- ◆ Reference management software: the software enables retrieval from and organization of search results, etc., of reference databases (or direct import of data on materials at hand is also possible), for automatically creating a list of reference materials.

**RefWorks** (The University of Tokyo has subscribed to the service and offers programs for graduates as well.)

New RefWorks: <https://refworks.proquest.com/>

※Those intending to use the service **need to have created an account while enrolling** at the University. Graduates may use the same services as enrolled students, as long as the University of Tokyo subscribes to RefWorks.

Please change the e-mail address to that you will be using after graduation, on the screen for settings after logging in to RefWorks. Also, please change the user type to "Alumni."

◆What if you want to store the data of the “RefWorks” reference management software you were using at the University of Tokyo?

- ① Click “Share” on the screen after logging in to New RefWorks. ⇒Click "Export references."
- ② Select the format and click the "Export" button.

The screenshot shows the RefWorks web interface. The top navigation bar includes 'RefWorks', 'Default', and a dropdown arrow. Below the navigation bar are several icons: '+ Add', 'Assign to Folder', 'Share', 'Create Bibliography', and 'Delete'. The 'Share' icon is highlighted, and a dropdown menu is open, showing 'Share folder' and 'Export references'. The 'Export references' option is circled in red. Below the main interface, a dialog box titled 'Export references' is shown. It has a close button (X) in the top right corner. Under 'From', there are two radio button options: 'All references in 'すべてのレコード' (0)' (selected) and 'Selected references in 'すべてのレコード' (0)'. Under 'Format', there are four radio button options: 'BibTeX' (selected), 'RIS Format', 'Tab Delimited (.tsv)', and 'XML format'. At the bottom of the dialog box, there are 'Cancel' and 'Export' buttons. The 'Export' button is highlighted in red. A red arrow points from the 'Export references' option in the 'Share' menu to the 'Export references' dialog box. A speech bubble next to the dialog box contains the text: 'You can download bibliographic information at once. However, attachments such as PDFs are not downloaded together. Save the attachments separately.'

### **[Transferring data to other literature management software]**

- ① On the screen after logging in to the new RefWorks, click “Share” ⇒“Export references” on the screen.
- ② Select the “RIS format” as the format and click the “Export” button.
- ③ The import operation may be performed on the software screen of the destination of transfer (The procedures need to be confirmed on the respective software screen.).

## **Mendeley** (Free software)

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

If you use the institutional version of University of Tokyo, it will switch to the free version one year after the last time you accessed the web version from the campus.

Before switching, users need to organize the data volume and the Private groups on the web. With the free version, the size of the web version is reduced to from 100 G to 2 G, and the number of groups that can be created from up to 1,000 groups of 100 members to up to five groups of 25 members.

There is also a paid version for individuals with credit card payment. You can switch to this service.

Paid version for individuals: <https://www.mendeley.com/settings/upgrade/> (Log in to Mendeley to confirm.)

Reference: for using Mendeley: ■ [How to use Mendeley](#)

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/campus/ref/mendeley>

※Even though the software was created for members of the University of Tokyo, you can get an overview.

## **EndNote Online [Free version]** (Free software.)

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

[https://www.usaco.co.jp/endnote/endnote\\_web.html](https://www.usaco.co.jp/endnote/endnote_web.html) [Description page of USACO Corporation] (Japanese)

[https://www.usaco.co.jp/Portals/0/lancelot/common\\_files/images/public/ENb\\_hikaku.pdf](https://www.usaco.co.jp/Portals/0/lancelot/common_files/images/public/ENb_hikaku.pdf)  
[Function comparison table] (Japanese)

The functions are different from the organizational version annexed to the database "Web of Science," to which the University of Tokyo has subscribed.

For users who no longer belong to the contracting organization of graduation or other reasons, the setting will change from the institutional version to the free version one year after your last access.

The main differences between the organizational and free versions are that: the list formats that may be used for creating a list of bibliographies is over 4,200 for the organizational version and 21 for the free version; and the number of databases from which the data may be retrieved directly is greater with the organizational version.

Please see the "Function comparison table" above for details and other differences.

There is also a paid version that individuals can purchase. (The desktop version of EndNote in the "Function comparison table" above is applicable.)

## **Others**

### **Literacy**

graduate

For those who will leave the University of Tokyo due to graduation from now on

<https://www.lib.u-tokyo.ac.jp/en/library/literacy/user-guide/graduate/alumni>

The literacy site introduces tools that can be used for paper searches and reference management even after you graduate or leave your job.