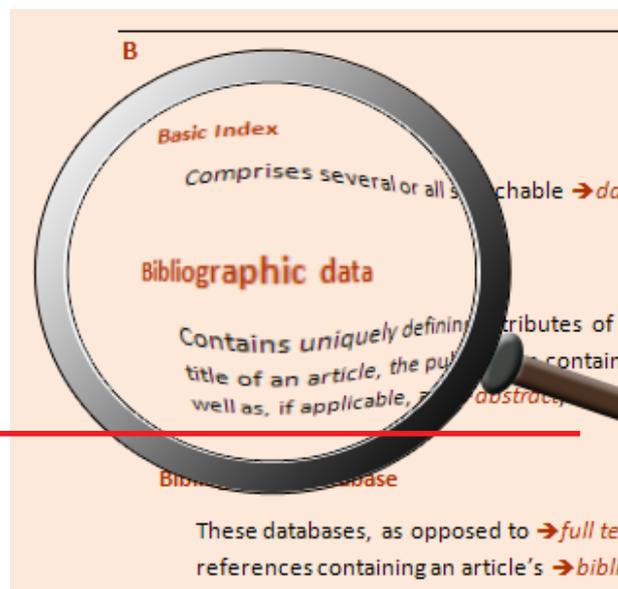


HFT Stuttgart Library



Glossary

Specific terms you may encounter during database research.

Abstract

Brief summary of a scientific text outlining its subjects and content.

Alert

Some databases provide a feature to set up a so-called alert for a specified query. The user receives an email sent automatically by the database when new documents matching the search criteria are added.

Basic Index

Comprises several or all searchable data fields of a database.

Bibliographic data

The data usually consists of information on author(s) and title of an article, the publication containing it (source), a document number like ISBN and ISSN as well as, if applicable, an abstract, standardized keywords and other assortative attributes.

Bibliographic database

These databases, as opposed to full text databases, don't provide full texts but only citations / references containing an article's bibliographic data.

Citation

Shares three possible meanings with the word reference, all of which are used interchangeably depending on the particular database's definition:

- 1) comprises certain information - at the very least author and title - allocated to one specific document recorded within a database; synonymous with bibliographic data
- 2) defines literature an author used and refers to in his own text
- 3) defines literature that refers back to the respective text

Classification

Structure on the basis of defined rules that files a publication or article within a system of subjects. Apart from an alphabetical / numerical hierarchy, it contains standardized keywords that specify the subject area of an article.

Data fields

Elements of a record that contain the bibliographic data.

DBIS

Database Information System: unites commercial databases the library has purchased licenses for with numerous free databases for various subjects.

DOI

„Digital Object Identifier“: the digital equivalent of an ISBN or ISSN.

ISBN / ISSN

“International Standard Book / Serial Number“: allocated to books, periodicals and series to uniquely identify them.

Keyword

Particular, usually standardized word describing a document or filing said document under a subject within a classification. Users can often find documents similar to what they have found using linked keywords.

Periodical

Publication consisting of several articles that is published on a regular, serial basis. Usually refers to journals and magazines.

Record

Entity of bibliographic data of one single article within a database.

ReDI

ReDI (Regional Database-Information Baden-Württemberg) hosts a server for libraries to access CD-ROM databases via an internet connection. Using these databases, users are virtually working on a computer that is actually located at ReDI's headquarters. As a result, the number of slots for login is limited. HFT provides access to only one ReDI-hosted database: Perinorm.

Reference management software

Saves bibliographic data of articles that the user wants to cite and imports citations / references based on an established or customized style into his or her documents. Popular software titles: Citavi, EndNote, BibTex etc.

standardized

Standardized keywords are allocated to documents by persons in charge of a database on the basis of a system of rules. They are used on records to represent the recorded document's subject and enable the user to search for similar articles.

Truncation

In general: reducing words to their root. For database research, special “wildcard” characters are usually added to these roots to find all possible variations.

Full text database

(Also: digital library) As opposed to bibliographic databases, full text databases usually provide access to the full text of a document. In some cases full texts are available but must be purchased in order to be viewed or downloaded.

VPN

Using a VPN connection, your PC becomes part of the campus network. That way, you can access resources otherwise requiring you to log in on one of the university's computers and use databases licensed by the library. For further information visit the HFT Computer Center homepage.

Web Portal

Here: Some home pages of database websites are constructed as a web portal. Functions for searching or browsing are united. Furthermore, elements showing information on new developments or data from parts of the website requiring the user to log in are often shown on this page.