

## ACE Quick Guide to Google Scholar

### What is Google Scholar?

Google Scholar is an academic search engine which can be used to quickly locate credible scholarly resources, such as peer-reviewed **journal articles, books, conference papers, and chapters from edited collections.**

### How to Use Google Scholar:

1

**Make a list of keywords to search.** You can use Google Scholar at **any stage of the assignment writing process.** If you are undertaking preliminary research at the beginning of term, you may **use the assignment brief to identify search terms** or search for the **main concepts explored in class.** If you are further on in your research, you may be reviewing your assignment on a paragraph-by-paragraph basis and listing the **themes and buzzwords in individual sentences.**

**Write down synonyms and associated terms** for your keywords. For example, 'hierarchical organisation' could be accompanied by 'top-down organisation', 'autocratic leadership' and 'centralised control', alongside 'bottom up' for the opposite perspective. **Varying your search terms will yield different results.**

2

3

**Open [Google Scholar](#) and search for your keyword.** This will generate a range of academic texts, which can be narrowed further by **amending the publication date range** on the left (see Figure 1 below) or by **clicking the search bar for further suggestions** (see Figure 2). If your original search is unsuccessful, you can search for synonyms and related terms.

Having located a relevant resource, you should **assess its currency** (if unsure, clarify with your lecturer how recently published your sources must be) and **its influence** – you can see how many other peer-reviewed texts have referenced your chosen source beneath the title (see Figure 3).

4

5

To open the resource, **click on the PDF or HTML link to the right**, not on its title (see Figure 4).

**Read through the source's abstract, keywords, and introduction** before deciding whether to read the whole text. Take **purposeful notes** related to the aspect of the assignment being answered. If the source is particularly useful, **check out its reference list and read some of these sources** (the 'Snowball' approach).

6

## Additional Resources

The [ACE Quick Guide to Academic Reading Strategies](#) explores different ways of engaging with scholarly texts to ensure you maximise your self-study time.

The [ACE Quick Guide to Evaluating Sources and Reading Critically](#) offers additional guidance on reading with purpose and assessing the strengths and limitations of scholarly resources in relation to your own professional practice.

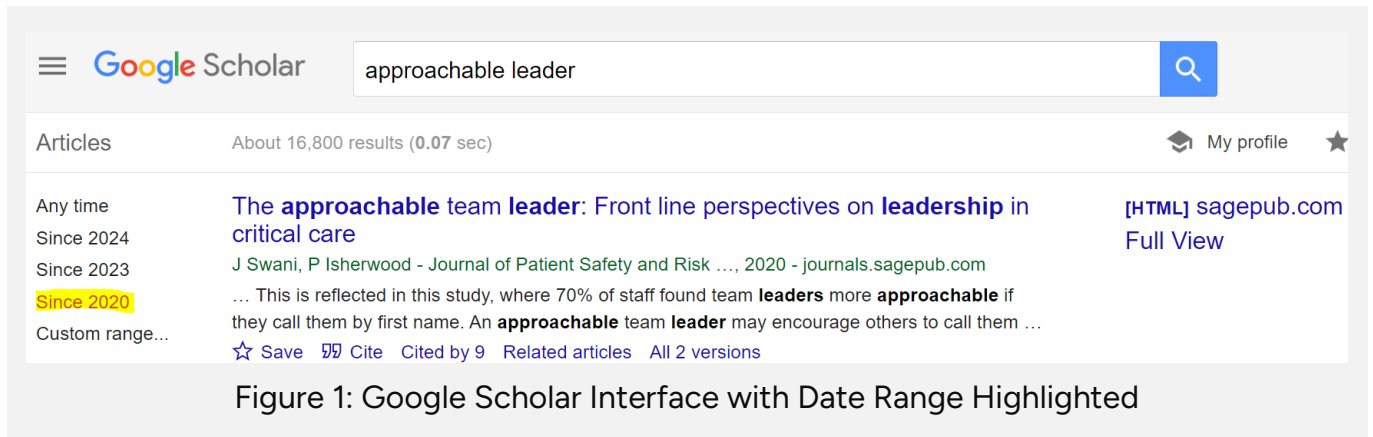


Figure 1: Google Scholar Interface with Date Range Highlighted

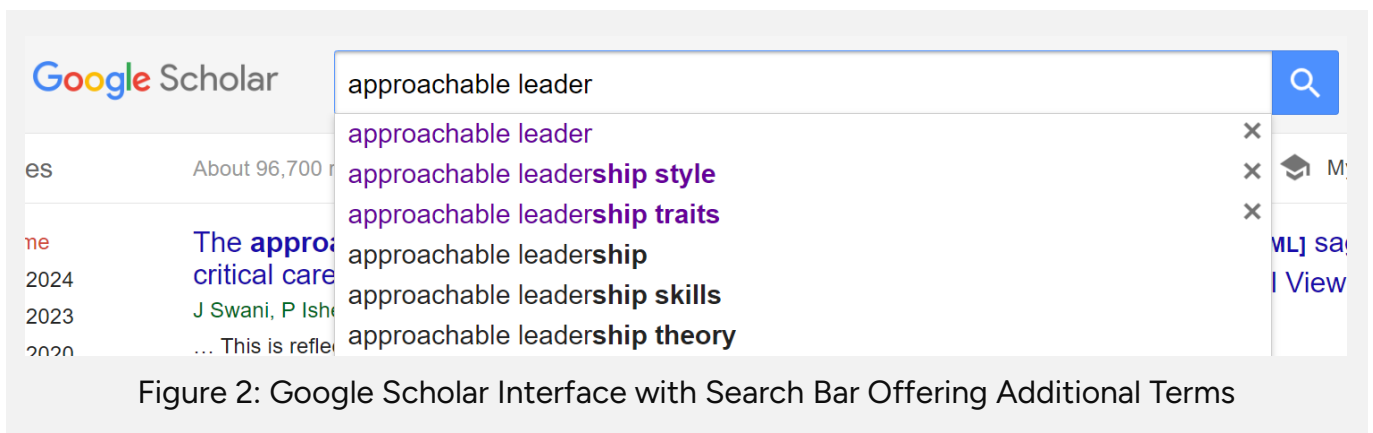


Figure 2: Google Scholar Interface with Search Bar Offering Additional Terms

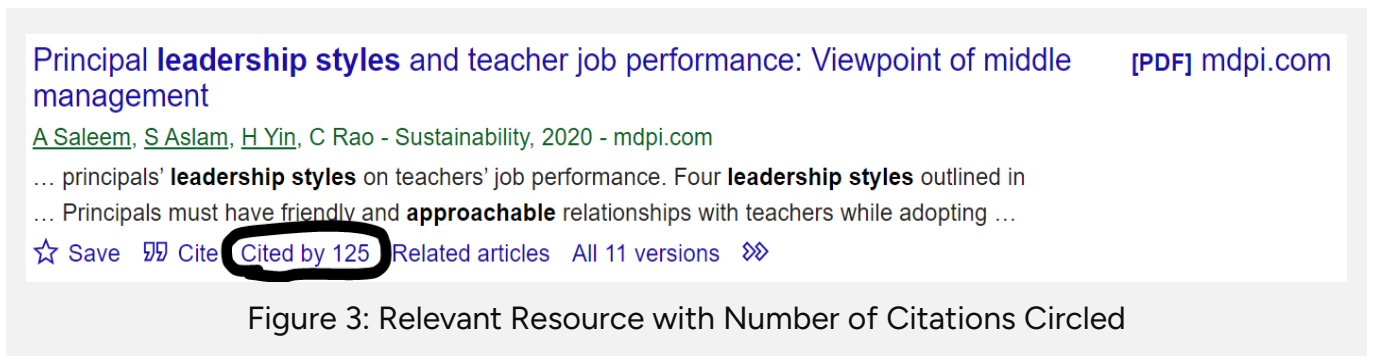


Figure 3: Relevant Resource with Number of Citations Circled

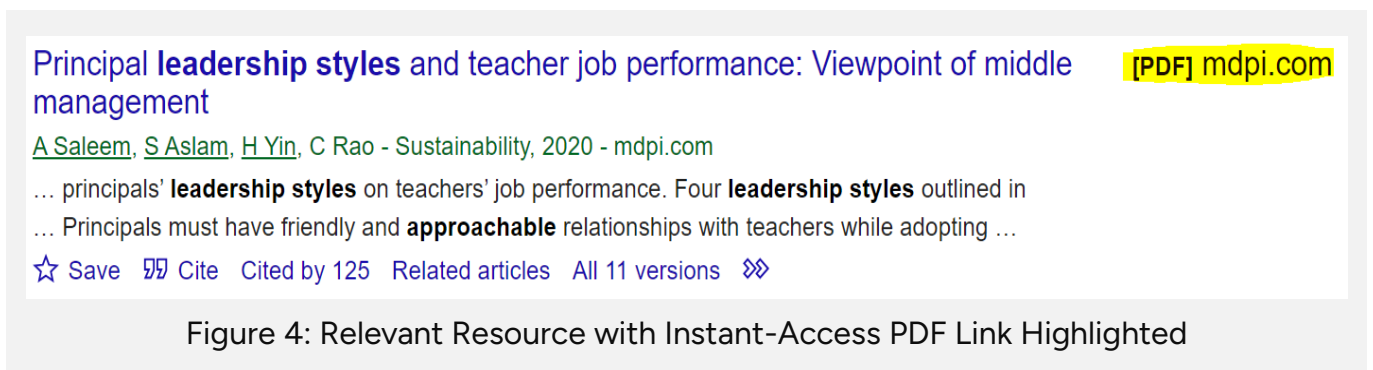


Figure 4: Relevant Resource with Instant-Access PDF Link Highlighted



[QA.com](https://qa.com)