



IDENTIFYING KEYWORDS AND A CALL NUMBER FOR YOUR ONLINE THESIS REGISTRATION

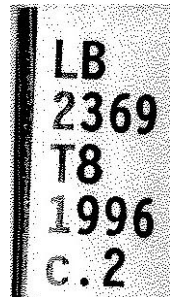
Contents

- Why and what? 1
- How to quickly identify keywords and a call number 1
- Step 1: Selecting your “Keywords” 1
 - Can’t immediately identify your keywords? Use the MSWord Autosummarize tool 2
- Step 2: Selecting and refining your selection 2
 - Correct format and punctuation 2
- Step 3: On the Abstract page of your thesis/project/essays 2
 - Variations: journal article style theses and extended essays 2
- Step 4: Searching for related books to find a call number 3
 - Use a book already known to you, or use your keywords to find related books. 3
- Step 5: Use these keywords and the call number for your On-line Thesis Submission..... 3

Why and what?

To include a thesis, project or extended essay in any library, the work needs to have the following features:

- Keywords** that tell the Library the most significant descriptors of the work in your thesis, project or essays. You are the best person to determine your keywords, because nobody knows your work the way you do. Keywords which you select also capture the unique aspects of your work, which no predetermined subject terms can do. Keywords are also used to match your work to the standard Library of Congress list of subject terms, and to find an appropriate call number.
 - In addition, when your work appears in full text PDF format in the SFU Library Institutional Repository, search engines such as Google will scan the text for the word “Keywords”, and pick up any terms you have included. Adding your keywords to your Abstract page enables you to influence these search engines.
- Call number:** This is a unique number assigned to your work based on the choice of keywords and subject terms. These are used to ensure that related books are located beside each other, and to enable users to search the shelves to find the book they want. They are found in the Library Catalogue record of any book, under “Call #” (two locations in the record) and on the spine of books on the shelf (see label to the right).
 - We are again asking students to provide a related call number. Why? Because, while we have programmed our computer to generate a call number for your work, the Library is still researching and comparing the usefulness of this discipline-based call number to that of a more closely related call number in creating your final, unique, call number.



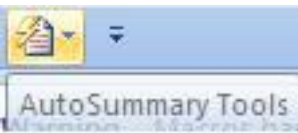
How to quickly identify keywords and a call number

Step 1: Selecting your “Keywords”

You may already know your “keywords”. They are among the “buzzwords” or short phrases you repeatedly used to describe your work in your defence or presentation. They may appear in your abstract or in your introduction or conclusion..

Choosing keywords from your own thesis/project/essays is important for indicating the originality of your work, and where you have gone beyond previously published works in your field. Choose the best six to ten words or small phrases.

Can't immediately identify your keywords? Use the MSWord Autosummarize tool

- First copy/paste the text of your introduction (including the section describing your research questions) and conclusion chapters into a new blank document. Remove all headings. Save.
- In MSWord 2003, go to the Tools menu, and select "Autosummarize" to go to the dialogue box. In MSWord 2007, use the help menu to search for "autosummarize" and follow the instructions for first adding the button (see right) to your toolbar, then use the button to access the autosummarize dialogue box.
- Insert option: Choose: "executive summary or abstract at the top of the document."
 - Choose one of the % or total words options. Hit "Okay"
 - This will automatically insert a summary paragraph above the pasted-in text.
 - Read through the summary paragraph carefully.
 - You may need to repeat this to try smaller % or word count options, if the output is too large at first.
 - Note that when you are having difficulty writing an abstract, "Autosummarize" can also be used to produce a first draft of an abstract, or an abstract that you can rebel against and re-write more accurately.

Step 2: Selecting and refining your selection

- Identify 6-10 phrases that you consider key topics in your work.
- Paste these phrases into a list in a new electronic document which you will need to save and access when you go online to do the thesis submission registration. Save.
- If these are three word phrases or larger, refine them to single words or two-word phrases
- Choose the best 4-6 for the final terms.

Correct format and punctuation

- Paste these words and phrases into a single paragraph, in any order you wish, divided by a **semi-colon** [;] and with no punctuation at the end, i.e.
word; two-word phrase; another phrase; word; word
- Semi-colons are used on the online thesis submission registration, and other computer applications such as "Google" searches and library catalogues, to tell search engines that these are separate items.
- Save this electronic document for use in the online registration.

Step 3: On the Abstract page of your thesis/project/essays

- We recommend you add these keywords to the bottom of your abstract page. It follows the abstract and a line space, in the following form, left aligned, with no separate heading, but starting with the word "Keywords" in bold:

Keywords: word; two-word phrase; another phrase; word; word

Variations: journal article style theses and extended essays

- Journal article style theses: each article style chapter may also have its own keywords if the journal to which the chapter is to be submitted requires it. Follow the journal instructions to position them as the journal requires. If such information is not provided, place a "Keywords" unit as described above, below each chapter abstract.
- Extended essays: each essay may have its own key words, following each abstract, or the essays may have an overall keywords section following all abstracts.
- Keywords are not counted as part of the abstract for word-limit purposes.

Step 4: Searching for related books to find a call number

Use a book already known to you, or use your keywords to find related books.

- If, from your literature review and bibliography, you already know and prefer a book closely related to your work, use that title to find its call number.
- If not, use your keywords to search for books in the SFU Library catalogue.
 - Select the **one book** most closely related to yours by answering the question **“What book do I want mine sitting beside on the shelf?”**
- Copy the “Call #” into that electronic document which you will be using in the online registration.
 - The call number will be in the form: **TK 5105.888 S55 1999**, ending in a year.
 - Just copy/paste the whole thing.
- If you cannot find a book in the SFU Library, use your chosen keywords to do a “keyword” search of “WorldCat”. This is a broad search to capture these key words wherever they appear in titles, descriptions and subject descriptors
 - “WorldCat” is the consolidated catalogue of libraries around the world, including the SFU Library, and many more. Find it through the SFU Library webpage item under “Find” then scroll down to the “Other Library Catalogues”. Link: http://www.lib.sfu.ca/researchtools/other_cat.htm. Scroll down the page to find the “WorldCat” link

Library Catalogue

(Search History)

KEYWORD: Brady, Mark Christopher Entire Collection Search

Author: Brady, Mark Christopher.

Title: Emergent soundscape composition : reflections on virtuality / by Mark Christopher Brady.

Published: Burnaby, B.C. : Simon Fraser University, 2005.

Rating: ☆☆☆☆☆

Permanent link to this record: <http://troj.lib.sfu.ca/record=b4383918~S1a>

Click for online access: <http://ir.lib.sfu.ca/handle/1892/3689>

LOCATION (click for map)	CALL #	STATUS
Fraser Library (Surrey)	ML 3877 B73 2005 .2	IN LIBRARY
Fraser Library (Surrey)	ML 3877 B73 2005 DVD c.2	IN LIBRARY
Microforms Classified	SFU THESES: FILED BY AUTHOR'S NAME	LIB USE ONLY

Call # ML 3877 B73 2005

SFU Library - search other library catalogues

http://www.lib.sfu.ca/find/other-catalogues

Search other library catalogues

Selected BC Post-Secondary Library Catalogues

- BC Union Catalogue (Search for books, media, and serials at BC colleges, institutes, universities, and public libraries at one time)
- BCIT Library Catalogue
- Capilano College Library Catalogue
- Douglas College Library Catalogue

Lower Mainland Public Library Catalogues

- Burnaby Public Library Catalogue
- Coquitlam Public Library Catalogue
- Fraser Valley Regional Library Catalogue
- Other Library Catalogues
- WorldCat (unrestricted - public search)
- WorldCat (restricted to SFU users)

WorldCat is here

Step 5: Use these keywords and the call number for your On-line Thesis Submission

- Paste the data from your electronic document into the correct locations on the online form, Don't worry about font or font size. It will become plain text when you paste in.
- Paste your paragraph of keywords into the “Keywords” slot near the bottom of the on-line form. i.e. **Canada-U.S. relations; sovereignty**
- Paste the call number into the Call number slot of the online form, i.e. **UA 600 C23 1990.** Done.

Abstract and cataloguing

Abstract: *

Keywords: *

4-6, separated by semicolons (i)

Call number: *