A Beginner’s Guide to Finding Journals in Newton

INTRODUCTION The University Library subscribes to nearly 30,000 current journals. It also holds an extensive collection of journals which have either ceased publication or where publication has continued but under another name.

Searching for journals must be done by using Newton, the online catalogue. Electronic journals can also be located and accessed via the ejournals@cambridge portal, available at www.lib.cam.ac.uk/ejournals_list/.

SEARCHING FOR A JOURNAL IN NEWTON The Newton search screen is displayed below.

The first step is to type the text you wish to search for (for example, the title of the journal or the ISSN). Next select the criteria which you wish to search by clicking with the mouse in the circle adjacent to the appropriate criteria, (for example, Journal Title or ISSN).

A ‘Journal Title’ search will not only return titles that exactly match your search term, but also those that begin with the search term entered.

Finally click on ‘Search’ to run the search. In the example below the title of the journal ‘Nature’ has been entered.

If you are unsure of the title of the journal you are searching for, you can use a ‘Keyword’ search and limit this to ‘Journal’ by using the ‘Quick Limits’ function.
UNDERSTANDING THE RESULTS LIST  It is probable that your search term will return more than one result since all journals starting with your search term or terms will be found. This is apparent in the following example where a search was conducted for the journal Nature.

Note that electronic versions of print journals (e-journals) will appear as separate records. These are easily identifiable as the Library location will appear as Electronic resource and the Classmark as Online.
COPING WITH DUPLICATE RECORDS

Sometimes duplicate records may be returned (although this problem is gradually being eliminated). In such cases it may be necessary to open several records to find out which issues of the journal have been received, where it is held, and how it has been classified. For example, a search for Classical Review will return several records; to find both a full bibliographic record for the journal and information on where the most recent editions are kept, look at both full records.

This record contains full bibliographic information. Details of where the back issues are kept are given but not of the most recent editions.
HOW DO I FIND A PARTICULAR ISSUE OF A JOURNAL? The full record should contain some information detailing which issues of a journal the University Library has received. In the example shown below the University Library holdings of Nature are displayed.

The ‘Location’ field refers to where back issues of the journal are kept. ‘Latest issues’ details the number of the pigeonhole in the West Room where the latest editions are held. The ‘Library Has’ field indicates when the journal was first received and any missing editions. ‘Recent Issues’ lists parts received in the last year.

The ‘Historic receipt information’ and ‘Historic binding information’ records issues received and bound before the end of 2002. Where issues are not available, due to being bound or being on loan, this is noted in the Status field. Items at the bindery can be fetched to the West Room.

This record does not contain full bibliographic data but does provide information about the most recent editions received.
However it should be noted that the ‘Historical receipt information’ and the ‘Historic binding information’ does not generally continue beyond 2002.

**FINDING THE LOCATION OF A JOURNAL** Once you have selected a record by clicking on the journal title the full record will displayed. If the journal is held in the University Library and one or more of the dependent libraries, scroll down to find the holding details of the library you are interested in.

The most recent issues of a journal held by the University Library are kept in ‘pigeonholes’ (‘p/holes’) in the West Room. If there is more than one record for a title it may be necessary to look at several records to find out where both the back issues of the journal are located and the pigeonhole in which the latest editions are shelved.

**SEARCHING FOR A JOURNAL WHICH IS NO LONGER PUBLISHED**
Journals which have ceased publication are searched for in the same way as any other journal. The results list will return all journals, either current or ceased, starting with your search term or terms.

To locate the journal and find out if it has been continued by another publication, open the full record. The following record for *Geo abstracts. A, Landforms and the Quaternary* shows that it has been continued by another publication. Holding information for both titles is given.
Similarly where a periodical publication has been renamed or continues an earlier publication this will be stated on the record.

**UNIVERSAL CATALOGUE** The Universal Catalogue provides access to the merged *Newton* catalogues of the University Library, its dependent libraries and most faculty, departmental, and college libraries of the university and its affiliated institutions.

The Universal Catalogue can be searched in exactly the same way. For each book or journal found the catalogue will list the holding library or libraries.

**FURTHER HELP AND INFORMATION** If you encounter problems in finding a periodical there is a dedicated Periodicals Enquiries Desk in the West Room or email period@lib.cam.ac.uk.