**Introduction**

**to Information Resources**

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INTRODUCTION

The purpose of this publication is to help familiarise students of the PhD programme of Industrial Engineering at FAME TBU with key practices and procedures in the area of ​​information resource usage and information literacy. As these students have already worked abundantly with literature in the earlier stages of their studies, more advanced services and technologies, that the students of the doctoral study programme should be able to work with, are included in the text. The second part of this work, dealing with the basics of scientific publishing, elaborates on an entirely new matter for the students. For this reason, it has been approached with the necessary attention to detail. However, both parts of this work are delicately interconnected. It is of utmost importance that students become well-versed in information resources as a pre-condition for their own subsequent scientific publishing activities.

# TypES OF INFORMATION RESOURCES

Analysing the terms of information science theoretically is not the purpose of this publication. However, the author deems it necessary for the reader to understand the basic concepts and principles from the field of information resources.

On the basic level, the information resources can be divided into:

**Printed x Electronic**

In recent years there has been a significant shift towards electronic information resources particularly in the area of **​​**scientific information. Printed books still occupy their undeniable position, yet a steep rise in popularity of electronic books has been recorded. Such a transformation occurred in academic journals, as they switched to electronic platforms a few decades ago almost without exception. The first electronic databases began to emerge in the 1960s of the 20th century, making their printed predecessors (i.e., abstracting journals) a thing of the past.

**Primary x Secondary x Tertiary**

A primary information resource means a primary information carrier, typically a book, an article, or a patent, for example.

A secondary information resource then aggregates primary information resources. A secondary resource is a library catalogue, bibliographic databases, etc.

Tertiary information resources inform about the existence of secondary information resources. This category is represented, for example, by union catalogues, database of databases, etc. (Fabián, 2012)

# SPECIALISED DATABaSES

Databases are an essential information resource for the fields of science and research. They are systems collecting bibliographic records (or full texts) of scientific publications in which the user can search. There is a large number of database typologies (e.g., multidisciplinary x subject, paid x freely available, etc.) For the purposes of this publication, however, the following database division into three types should suffice:

**Bibliographic** - databases contain only a bibliographic record of an article, not the full, actual text. The text itself then needs to be traced in another way. Bibliographic databases are the most widespread type of databases in terms of historical continuity and their main asset is a broad base of indexed journals. An example of this type are multidisciplinary databases such as Web of Science, Scopus, or (subject) databases EconLit or PsycInfo.

**Full-text** - in addition to bibliographic records, this kind of databases provides the full text of an article. Examples include Ebsco Academic Search Complete or ProQuest Central.

**Factual** - this type of source does not include bibliographic records or full texts. It contains sets of data or facts for certain terms or entries. Typically, these are encyclopaedic sources or statistical databases. Their use is therefore relatively common in economics. Factual databases are also used for instance in chemistry, physics or geography. An example may be the OECDiLibrary statistical database (Fabián, 2012).

Searching in databases is a separate matter and in all cases, it needs to be physically practised. All databases provide comprehensive guidance on their websites on how to search the databases successfully. In principle, searching in a database is similar to doing a Google search, but with the difference that specialised databases usually have a data filtering system allowing advanced users to enter narrowly profiled search queries achieving more accurate results. Boolean operators (AND, OR, NOT), and other search tools are typically used to assist in the more advanced queries.

Database producers and libraries both pay close attention to making work with databases as user-friendly as possible. This is reflected, among other things, in new search platforms being constantly created. The latest novelty in this respect are the so-called **discovery systems**, often referred to as **“meta-search engines”**. They address the issue of heterogeneity of individual databases and allow a central search in an enormous content. In reality, the library that purchases a discovery system selects a set of available information resources and these are then searched centrally. This way, the user saves time by not having to search the individual databases separately. The possibility of including local library resources is also an advantage; in a single attempt, and in addition to prestigious databases, the system also searches the library catalogue, the database of theses and dissertations, or other local resources created directly by the library.

Discovery systems are conceived as attractive and intuitive search platforms, leading the user to discovering further results. The disadvantage of these services, however, is the fact that they usually contain a huge number of documents causing work with the results to be relatively lengthy and demanding. Practical experience suggests that discovery systems are suitable for novice researchers to obtain broad, basic information and orientation in the topic. However, when conducting a narrow, specialised search it is necessary to use one of the specialized databases. The **EDS** system by Ebsco, **Primo** by ExLibris and **Summon** by Serials Solution belong among the foremost discovery platforms. The Summon system is the cornerstone of the Xerxes portal, which is a central search tool of the TBU Library.

Quality databases are usually available on a commercial basis. It is not surprising that this is a very costly matter. Consequently, a regular user has to use the services of their library, which provides access to such systems through its subscription. Databases are therefore primarily accessible only through internal computer networks of individual libraries or their home institutions (typically universities). However, a remote access option is newly available; the user logs on to a particular given proxy server, receives the IP address and can search databases (as well as licensed electronic books or journals) from the comfort and convenience of their home or any other internet location.

# 3 important subject databases

In addition to multidisciplinary databases, e.g., Web of Science, and Scopus, to which a specific chapter is dedicated, several specialised databases covering the field of industrial engineering can be recommended.

## Business Source Complete

Ebsco´s full-text database covers over 2000 key electronic journal titles for economics, management, business, and other related disciplines. 840 of these are also indexed in the prestigious Web of Science database. As of recently, there is an upgraded version of this database called **Business Source Ultimate** offering even broader topics-specific coverage.

More information on: https://www.ebsco.com/products/research-databases/business-source-complete

## EconLit

EconLit represents qualitatively the most prestigious database in the field of economic sciences. It is a product of **the American Economic Association** and the basic version of this database is bibliographic. A number of aggregators allow access to it. The company Ebsco has developed a version called **EconLit with Fulltext**, where numerous indexed journals allow immediate access to their full texts. Currently, the database contains more than 1.3 million bibliographic records of articles. The **JEL Classification** system (https://www.aeaweb.org/econlit/jelCodes.php) is used to classify documents. It is the most widely used keyword classification system (notation) in the field of economics and related disciplines.

## Repec Ideas

This service represents an immense storage of various materials from economic sciences. Many documents are enriched with their full text, but it is not an automatic rule. The system includes not only specialised articles but also working papers, scientific books or their chapters, and other types of documents.

More information on: https://ideas.repec.org/

## OECDiLibrary

This database is a very complex resource, both at the factual and full-text levels. Part of the service is comprised of a comprehensive collection of statistic data produced by the **OECD** organisation. Numerous socio-economic and statistical data are available with rich display options in the form of graphs, tables, timelines, etc. The second part of the database is a collection of full-text materials (articles, books, factbooks, etc.) again produced by the above-mentioned organisation.

More information on: https://www.oecd-ilibrary.org/

## Other full-text resources

Valuable information resources are also available as part of services that aggregate full-text journals from a variety of scientific disciplines to create extensive “mega-databases”. The following products deserve special attention.

**ProQuest Central** – a database produced by the company of the same name provides information from 25,000 academic journals, with 19,000 of these available in the full-text form.

More information on: <https://www.proquest.com/products-services/ProQuest_Central.html>

**Academic Search Complete** – Ebsco´s mega-resource database covering all scientific disciplines. It consists of more than 10,000 scientific journals, most of which are accessible as full texts. Some of the journals impose a time embargo on full texts (typically 1-2 years). Ebsco is also currently developing a version called **Academic Search Ultimate**, which should be even more extensive.

More information on: https://www.ebsco.com/products/research-databases/academic-search-complete

**Academic OneFile** – a product of the company Gale that aggregates 11,000 scientific journals; 8,000 of which are available in full text. The database further contains major newspaper titles and electronic books published by Gale.

More information on: <https://www.gale.com/uk/c/academic-onefile>

A list of all databases available at TBU is available on:

<http://portal.k.utb.cz/databases/alphabetical/?lang=cze>

The access to databases is in most cases possible via a paid license. This means that the primary access is provided through the internal computer network of the institution. However, a **remote access** feature can also be used allowing a properly authenticated user to search licensed resources from anywhere. This feature is also offered by the university library and is available at this address: <https://login.proxy.k.utb.cz/login>.

## Free resources

It is a great myth of today that all the necessary materials are available free of charge on the Internet, and therefore paid resources and databases are irrelevant. This is often the case, for example, when users search for information using their university computer networks while unknowingly having access to the paid content. They then consider this a proof that all they need is available online for free.

All valuable information services are, of course, available online, on the internet. But the best quality and most proven resources are paid. However, the number of documents accessible through the so-called Open Access is steadily rising, which means that there are many free services of high quality available online. Besides a variety of freely available repositories or open access journals, there are also so-called **academic search engines**. The most popular service in this regard is **Google Scholar** (https://scholar.google.com/). This is a search engine remarkably similar to Google, but it only indexes proven academic sites. The user may not be always able to access free full texts, but countless papers are immediately and readily available. It was Google Scholar which inspired the commercial sphere to develop the so-called discovery systems that are currently very popular in the field of information services (Halevi, Moed, & Bar-Ilan, 2017).

# 4 Significant journal publishers

In the field of scientific information publishing, as in other commercial sectors, there is certain centralisation of power. In practice, this means that large publishing houses are gradually acquiring smaller, successful competitors to strengthen their own market position. As a result, these powerful players own large multidisciplinary collections of journals. The business model is plain simple and proven. Large publishers are continuously trying to offer their institutional and individual subscribers access to their collections or individual titles.

With the increasing pressure to access research results through Open Access, these publishers are being criticized as subscriptions to their journals continue to rise and the authors are charged considerable fees for **APC (Article Processing Charges)** to have their articles published in the Open Access mode.

On the other hand, large publishers are a certain quality stamp in scientific publishing. Many authors have a negative experience with predator publishers and journals. Publishing with the below-listed publishers, the authors are guaranteed to have their article being published by a verified publisher in a quality journal. Even though, novice writers may not at first have the necessary qualities to publish their articles in prestigious journals, through gradual improvement they should strive to publish in top-quality journals.

The publishers listed below belong among the most prominent and largest ones:

## Elsevier

The Dutch publishing house **Elsevier** is the largest player in the market for scientific information. In addition to journal production, the Elsevier portfolio also includes a variety of databases and book titles. Its multidisciplinary journal collection contains almost 4,000 titles. A vast majority of journals offered are available on a licence fee basis, and practically all journals offer so-called hybrid Open Access; once the copyright fee has been paid, the articles in otherwise normally closed journals are freely accessible. All titles are offered through a special platform **Science Direct**.

More information on: <https://www.sciencedirect.com/>

## Springer Nature

This publishing house has been created quite recently through a merger of two already very significant publishers, **Springer** and **Nature Publishing Group**. More than 3,000 journal titles of all scientific disciplines now belong to their portfolio. These are, however, still divided into two platforms. The original Springer interface called **SpringerLink** (<https://link.springer.com/>) also includes other types of documents, especially electronic books. Nature´s journals remain on the original platform (<https://www.nature.com/siteindex/index.html>), of course headed by its flagship, the extremely prestigious **Nature** journal.

Compared to Elsevier, Springer Nature is much more focused on open journals. Via the **SpringerOpen** platform (https://www.springeropen.com/) a broad range of valuable freely available titles are offered. This publishing house also produces a completely open platform **BiomedCentral** (https://www.biomedcentral.com/), which represents the world´s largest repository of open-access journals. Originally, this service targeted the field of medicine and biology, but now it also contains titles from other scientific disciplines.

More information on: https://www.springernature.com/

## Wiley

The third largest publisher of scientific journals is **Wiley Publishing House**. Historically, it focused on the field of natural sciences and technology. This changed with the acquisition of a very traditional publishing house **Blackwell**, which enriched the collection with several prestigious social science titles. The whole production (more than 1600 journal titles) are offered on the **Wiley Online Library** platform.

More information on: https://onlinelibrary.wiley.com/

## Taylor & Francis

**Taylor & Francis** is a dynamically growing publishing house offering approximately 2 500 journals from all scientific disciplines. A significant part of it are titles of **Routledge**, which became part of Taylor & Francis in the past. The publishing house is now also actively involved in Open Access, trying to ensure a wider selection in this area to its authors and readers.

More information on: <https://www.tandfonline.com/>

## Sage

The publishing house **Sage** is known for its attractive title offer from social and economic sciences. It is not just journal production though. Sage also publishes many core reference works for the above-mentioned scientific disciplines. The **Sage Research Methods** service (<http://methods.sagepub.com/>) represents a knowledge database for the area of research methods. As far as the production of scientific journals is concerned, several hundred titles are available. The collection is multidisciplinary, but quality is primarily generated in social science disciplines.

More information on: http://journals.sagepub.com/

## Emerald Publishing

The British publishing house **Emerald Publishing** is also focused primarily on social sciences, especially economics, management, marketing, or logistics. 290 of its titles are currently indexed in the Web of Science database. In addition to journals, Emerald also publishes many popular book collections.

More information on:

http://www.emeraldgrouppublishing.com/products/journals/index.htm

## Oxford University Press

This traditional publishing house has a rich history but also an extensive selection of journal titles from many scientific disciplines. There are over 200 quality, verified titles on offer, many of which also have a high impact factor.

More information on: https://academic.oup.com/journals

## Cambridge University Press

As in the previous case, **Cambridge University Press** represents a historically-proven publisher. All of its production is newly located on the central platform of **Cambridge Core**. Currently, 380 journal titles are available, with social science titles being among the best rated.

More information on: <https://www.cambridge.org/core>

## 4.9 De Gruyter

**De Gruyter** is a traditional German publishing house based in Berlin with a very strong focus on social sciences and humanities. In addition to electronic journals, it also produces several very prestigious databases and publishes a variety of book titles. There are approximately 206 journals in its portfolio, and De Gruyter releases 1.300 new book titles annually.

More information on: https://www.degruyter.com/

TBU currently has access to the multidisciplinary collections of the first three listed publishers, Elsevier, Springer Nature, and Wiley. For others, only part of their production is covered. There is a specific access policy for older journal issues as archives are separately paid items, accessibility may be problematic. However, a large number of journals from all the above-mentioned publishing houses are, with varying retrospectives, covered by the full-text **Ebsco** and **ProQuest** databases, which need to be used as a priority access to full texts.

# SpECIal types of dOcUMENTs

There are other sources of information that can be of high informational value, in addition to the traditional and proven types of documents such as books, journals, and articles. They are referred to as special types of documents, which typically include:

**Patents** – results of scientific research are not only articles but also patents. They declare uniqueness of an invention and grant the patent applicant all rights to use it (as long as the maintenance fee has been paid). Therefore, patents can be an excellent source of information especially in the technical fields. The advantage here is that both national and international patent offices, granting patent protection and maintaining up-to-date patent databases. usually provide all necessary documents free of charge, including full-text patent files.

**Standards** - standards are an important source of information, not only for the technical fields. Although they are not binding (with the exception of so-called harmonized standards), they provide valuable guidance on how to proceed in the areas they describe. Creation of standards is in the competence of technical standardization committees, nevertheless at the moment almost all standards in the Czech Republic are adopted mainly from the EU institutions. The distribution of standards is very problematic in comparison with patents. Standards are usually very expensive, and there are special rules for their distribution (usually they must not be copied or borrowed). However, a complete electronic library of Czech standards **ČSN Online** (https://csnonline.agentura-cas.cz/) is available in the library of TBU.

**Grey literature** - this term refers to virtually all production that does not go through the classic publishing process. These are mainly technical and research reports, travel reports, expert assessments, but also diploma, bachelor and other qualification theses. The undisputed advantage of grey literature is its topicality; on the other hand, its accessibility is rather problematic. Abroad, great attention is paid to this type of document. In the Czech Republic, a new project **the National Repository of Grey Literature** (<http://nusl.techlib.cz/)> is being promoted**.**

# 6 Preprint archives

While in the past, the structure of scientific communication changed very little, with the advent of the Internet the spread of scientific information has changed sharply. Not only have virtually all academic journals migrated to electronic platforms, but also the speed of dissemination of academic findings has increased rapidly. The peer review process remains the main pillar to guarantee the quality of published articles. Yet at the same time, it represents a considerable delay in their dissemination. For this reason, platforms have been created that make available the original versions of academic papers before peer review, so-called **preprints**.

Their information value to the scientific community is still being disputed. For example, from the ethical perspective, the findings of the research contained in the article´s preprint version can be questioned or even refuted in a rigorous reviewing process, so the presented paper is rejected. However, its preprint had already been published, and readers may consider it credible. However, preprints and preprint archives are still very valuable in terms of accelerating scientific communication. There is another important fact worth mentioning. Only the author of a preprint can dispose of it. This means that magazines that will subsequently publish the final article do not have any copyright or license rights for the preprint versions. Preprints can therefore be freely distributed by the author. The fact that preprints are taken seriously in the academic community is illustrated by continuous emergence of preprint archives for various fields. As of recently, new preprints can be assigned a permanent unique identifier DOI. Field specialisation is very significant in this respect. The historical first and most well-known preprint archive is **arxiv.org**, intended for physics, mathematics and computer science. Especially in physics, archiving and making preprints available to other authors is practically a standard practice. In contrast, in other sciences (e.g., chemistry), preprint archives have only just begun. With the growing number of preprint servers, it is also possible to identify emerging services that specialise in individual disciplines, but also universal preprint archives or even their aggregators (the union catalogues). The following preprint platforms can be very valuable information sources for industrial engineering:

**OSF Preprints** (<https://osf.io/preprints>) – a service integrating multiple preprint archives of various disciplines, produced by the organisation **Center for Open Science**.

**Repec** (<http://repec.org/>) **–** a variety of services for economics information. Making preprints available is just one of its components.

**SSRN** (<https://www.ssrn.com/en/>) – Social Sciences Research Network brings a number of valuable information resources from the field of social and related disciplines. This is a traditional service containing over 800 thousand documents, not only preprints, but also many other types of documents. The future of this popular platform is yet to be determined as the scientific publishing company Elsevier has only recently acquired it.

**Zenodo** (<https://zenodo.org/>) **–** is a central service for researchers who wish to spread their publications freely, but their home institutions do not create institutional repositories. In this case, the author may use the services of this archive, the creation and operation of which supported by the European Union and the organisation CERN. The documents are characterized by their diversity, so it is a rather interesting source of information for numerous scientific disciplines.

An updated list of preprint archives can be found at this address: <http://researchpreprints.com/preprintlist/>.

# 7 Full-text linkage services

With the development of Open Access and related services, such as institutional repositories, subject repositories or preprint servers, a lot of published documents can be accessed legally and completely free of charge. Yet, tracking a full text version of a document is often very problematic for an inexperienced user. Also, linking to full texts from bibliographic databases such as Web of Science or Scopus can often be complicated. However, there are technologies solving these issues. At the basic level, they could be divided into two main groups. The first of these are the so-called **linkage services**. These are paid products, acquired by libraries to make it easier for their users to navigate in the prepaid content. In the knowledge base, librarians mark databases to which their institution prepays access. The user then clicks on the icon (for TBU it is this icon) and immediately gets the information whether the full text is available within the institutional subscription, or which database it can found in. The most widely used technologies of this kind include SFX by ExLibris, Fulltext Finder by Ebsco, or LinkSolver offered by the Ovid database.

The second type of service that can help find full texts are web applications that are available for free, and the user can download them to their browser. These services can very well monitor the presence of required articles in internet repositories, archives, etc., often leading to successful linking to the required full text. The most popular technologies of this kind are:

**Unpaywall** (<http://unpaywall.org/>) – a service that has a database of more than 18 million freely available articles. After downloading an add-in to their browser, the user can instantly see if Unpaywall has detected a free version of the required paper. Originally, this add-in was only available for the Mozilla Firefox browser. Now the Google Chrome version is also available. The latest novelty is newly established intensive collaboration with the Scopus database to improve linkage of the bibliographic records contained in this database with freely available full texts (Crisfulla, 2018).

**Kopernio** (<https://kopernio.com/>) – Koperio works on a very similar principle to the above-mentioned Unpaywall service. Recently, Clarivate Analytics, which is also the owner of the prestigious Web of Science database, has purchased Koperio as a very successful product. This is why the link between Kopernio and Web of Science is now very simple and comfortable (Adams, 2018).

Should all attempts to legally obtain a full-text version fail, scientists often resort to forbidden practices. These include the **Sci-hub** service. This site, which often changes its URL, contains almost 70 million full texts from virtually all major world publishers. The Sci-Hub faced several legal charges in the past. Even though the suing publishers were successful, the page has changed its URL and continues operating (Schiermeier, 2017) and as shown by statistics, it is a very useful service (Bohannon, 2016).

However, it is highly advisable to use library services for the most convenient, comfortable and completely legal acquisition of full texts. Through the interlibrary lending service, it is possible to access even articles that are not available via standard subscriptions. It is also one of the basic services the university library provides. All information is available at this address: <https://knihovna.utb.cz/sluzby/vypujcni-sluzby/mvs/mvs-pro-jednotlivce/>.

# The offer of information resources in the TBU library

The basic function of the library is to provide quality information resources not only for study purposes, but especially for the fields of science and research. It is obvious that the offer of classic printed books is not enough for its purposes. The basic means of communication in the scientific sphere is an article in an academic journal. These have recently been transferred almost exclusively into the electronic form, and can be found in their source electronic journals, but in many cases also in online databases.

Due to the vast amount of resources that academic libraries currently offer their users, so-called discovery systems have been emerging. These are “mega indexes” integrating all library information sources (printed and electronic) under one roof, in a very clear, intuitive interface. The TBU library has already implemented this service for its readers. The offer of information resources is as follows:

**The portal of information resources Xerxes** – <http://portal.k.utb.cz/>

**Printed and electronic books**

The library catalogue – <http://katalog.k.utb.cz/>

The ebook portal - http://eknihy.k.utb.cz

**Printed and electronic journals**

The library catalogue - <http://katalog.k.utb.cz/>

The portal of electronic journals - http://ecasopisy.k.utb.cz

**Databases**

List of licensed databases **-** <http://portal.k.utb.cz/databases/alphabetical/>

Repository of publishing activities of TBU – <http://publikace.k.utb.cz/>

Repository of university theses and dissertations– <http://digilib.k.utb.cz/>

There is also a number of **free resources and other types of documents available**.

In case the library cannot provide the requested document (book, article, etc.), it is possible to use the interlibrary loan service, which is a standard library service. More information on:https://knihovna.utb.cz/en/services/loan-services/interlibrary-loans-ill/



Summary

The chapters above aimed to provide its readers, primarily the students of doctoral study programmes at the Faculty of Management and Economics at TBU in Zlín, with sufficient knowledge from the field of information resources. Needless to say that the whole process of publishing academic papers and other materials must be experienced personally. Therefore, this study aid serves to instruct and guide the student in the correct use of information resources and their subsequent use in creating own scientific publications. However, the research itself, the choice of the topic and its correct processing is fully within the competence of the authors. It solely depends on the author how successful they will be when publishing their research findings. This publication strives to be a mere, yet valuable, tool in the process.

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