Index New Zealand

Overview

- **Index New Zealand (INNZ)** is a key resource used to find New Zealand and South Pacific material published in New Zealand journals, magazines, and newspapers.
- INNZ does not contain many full text articles, but articles may be available through the University of Waikato Library.

Accessing Index New Zealand

- Go to the Library website [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library)
- Click on the **Databases** tab
- Type **INNZ** in the search box and click **Search**

![Databases search](image)

- Click on the **Index New Zealand (INNZ)** link

![Search Results](image)

- Enter your username and password if prompted.

Using the Simple Search

- Use the **Simple Search** if the details of the article are known e.g. article title or author’s name.

Using the Advanced Search

- Use the **Advanced Search** to find information on a specific topic. Click on the **Advanced Search** tab.
- Enter keywords into the search boxes and use the drop down menus to determine how the keywords are to be searched for e.g. **all of these, as a phrase, any of these**

![Advanced Search](image)

- The words or phrases are automatically connected with **AND** between the search boxes but can be changed to **OR**, or **NOT** by clicking on the down arrow between search boxes.
- INNZ does not use limiters such as scholarly or peer-reviewed. It can however be filtered by target audience, such as general or research.
TIPS FOR USING INNZ

- As INNZ is a New Zealand database, there is no need to use Zealand as a search term.
- INNZ is a general database. Include a subject specific keyword to increase the relevance of the results e.g. early childhood education rather than early childhood.

MANAGING THE SEARCH RESULTS IN INNZ

- Tick the box to the left of the article title to manage several article records at once.
- Records can be printed, emailed or saved. Check the options at the top and bottom of the results screen.
- If using EndNote, the records must be saved in order to import them into your EndNote library.

LOCATING A JOURNAL ARTICLE USING LIBRARY SEARCH

- Most entries in INNZ are not full text. Therefore, once you have found an article you want to read, you will need to locate a full text copy of it from another source.
- Open a new browser window and go to the Library webpage www.waikato.ac.nz/library.
- Make sure the Library Search tab is selected.
- Type the article title in the search box.
- Click Search.
- Often if the article is available electronically, it will appear near the top of the results list. You can save, email or print the article.
- If it does not appear, search for the journal title. To do this, type the journal title in the search box of Library Search.
- Some journals are electronic journals, which can be accessed online by clicking on the eJournal link provided in the search results, then drilling down to locate the volume and issue number required.
- If the journal is a physical copy held in the library, the Call number and Location will indicate where to find the journal on the library shelves. (Distance students can request articles by emailing the required information to library@waikato.ac.nz)
- If a journal, or the particular issue of the journal, is not held by the Library, the article may be interloaned. Allow 7-10 days for interloaned articles to arrive.

LOCATING A NEWSPAPER ARTICLE

- Refer to the Database Guide Newztext Plus to learn how to locate a newspaper article online.

For further help, see the Library video guides

www.waikato.ac.nz/library/study/video-guides

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