How To Use

EBSCO*Host*

EBSCOhost provides Asbury University students, faculty, and staff with access to many different databases, several of which contain full-text journal and magazine articles. EBSCOhost can be accessed on any campus networked computer using a World Wide Web browser such as Netscape. Abstracts and full-text articles accessed through EBSCOhost can be printed, saved to disk, or sent to your own e-mail account.

Databases available through EbscoHost are:

Academic Search Premier

A multi-disciplinary database which provides full text for more than 4,500 scholarly publications covering academic areas of study including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies. Coverage back to 1975.

OmniFile

Contains a wealth of essential material for learning and provides invaluable support for research in all core undergraduate subjects and cross-disciplinary work. Includes: full text articles from over 2,500 publications (many of them peer-reviewed), indexing and abstracts from nearly 3,600 publications; full bibliographic citations to more than 13,000 dissertations or theses. Subject coverage includes art, agriculture, applied science, business, current events, education, general science, humanities, law, library sciences, social sciences, technology, and many other fields. Coverage back to 1982.

MasterFILE Premier

Provides full text for over 1,750 periodicals covering nearly all subjects including general reference, business, health, and much more. Coverage back to 1975.

Business Source Premier

Provides full text for nearly 2,3000 scholarly business journals covering management, economics, finance, accounting, international business and much more.

Newspaper Source

Provides full text for 35 national and international newspapers and 375 regional newspapers. Includes full text television & radio news transcripts.

ERIC

ERIC, the U.S. Department of Education Educational Resource Information Center database, contains citations and abstracts from over 980 educational and education-related journals, as well as full text of more than 3,000 digests.

Teacher Reference Center

Provides indexing and abstracts for more than 270 of the most popular teacher and administrator journals and magazines to assist professional educators.

Professional Development Collection

Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200 educational reports. This is the most comprehensive collection of full text education journals in the world.

PsycINFO

Provides indexing and abstracts for over 2,200 journals from over 50 countries. This database, provided by the American Psychological Association, also includes abstracts for dissertations, books and book chapters ranging in date from 1887 to the present. It is the largest resource devoted to peer-reviewed literature in behavioral science and mental health.

Psychology & Behavioral Sciences Collection

The Psychology & Behavioral Sciences Collection is a comprehensive database with 600 full text titles covering topics such as emotional and behavioral characteristics, psychiatry & psychology, mental processes, anthropology, and observational and experimental methods.

Sociological Collection

The Sociological Collection is a comprehensive database with nearly 500 full text titles. This database provides information on all areas of sociology, including social behavior, human tendencies, interaction, relationships, community development, culture and social structure.

SocINDEX

SocINDEX is the world's most comprehensive and highest quality sociology research database. This database contains informative abstracts for more than 1,190 "core" coverage journals dating as far back as 1895. In addition, this file provides data mined from more than 500 "priority" coverage journals as well as from over 2,900 "selective" coverage journals.

MEDLINE

This database provides authoritative medical information on medicine, nursing, dentistry, veterinary medicine, the health care system, pre-clinical sciences, and much more. Created by the National Library of Medicine, MEDLINE allows users to search citations from over 4,800 current biomedical journals.

CINAHL with Full Text

This index is the world's most comprehensive source of full text for nursing and allied health journals. It provides full text for over 600 nursing, allied health and health sciences journals. Coverage dates back to 1981.

Health Source: Nursing / Academic Edition

This database provides nearly 550 scholarly full text journals focusing on many medical disciplines.

Christian Periodical Index

Compiled by the Association of Christian Librarians, this index provides access to citations from periodicals written from an evangelical Christian perspective or of interest to the evangelical community. Coverage dates back to 1956.

Religion and Philosophy Collection

Provides extensive coverage of such topics as world religions, major denominations, biblical studies, religious history, epistemology, moral philosophy, and the history of philosophy. This database offers nearly 300 full text journals, including more than 250 peer-reviewed titles.

MLA International Bibliography

MLA International Bibliography is a bibliography of journal articles, books and dissertations. Produced by the Modern Language Association, the electronic version of the Bibliography dates back to the 1920s and contains over 1.8 million citations from more than 4,400 journals and series and 1,000 book publishers.

Literary Reference Center

This is a comprehensive database, which provides users with a broad spectrum of reference information from antiquity to the present day. It includes information from over 1,000 books and major literary encyclopedias, with full-text coverage from nearly 600 journals.

Library, Information Science & Technology Abstracts

LISTA indexes more than 500 core journals, more than 50 priority journals, and 125 selective journals. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage extends back to the mid 1960's.

Communication & Mass Media Complete

Communication & Mass Media Complete provides the most robust, quality research solution in areas related to communication and mass media. This index provides an invaluable resource for students, researchers, and educators interested in any and all aspects of communication and mass media. It indexes over 600 journal titles and includes full text from about 350.

GreenFILE

This offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustainable agriculture, renewable energy, recycling and more. The database provides open access full text for more than 4,700 records.

Agricola

Compiled by the U.S. National Agricultural Library (NAL), this database encompasses all aspects of agriculture and allied disciplines. Agricola consists of over 4.1 million citations to journal articles, monographs, theses, patents, software, audiovisual materials and technical reports. Coverage dates back to 1970.

Military & Government Collection

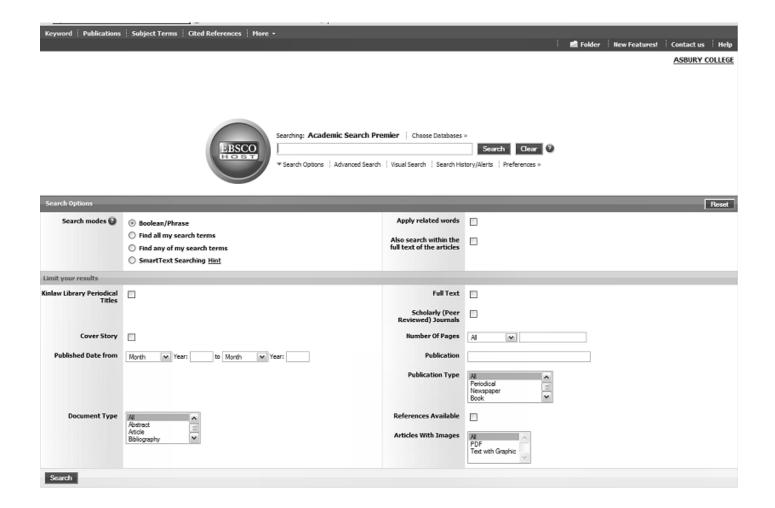
Designed to offer current news pertaining to all branches of the military and government, this database covers a thorough collection of periodicals, academic journals, and other content pertinent to the needs of those sites. Provides full text for nearly 300 journals and periodicals.

RILM - Répertoire International de Littérature Musicale

This is a comprehensive, ongoing guide to publications on music from all over the world. It includes over 620,000 records; over 30,000 new records are added every year, covering all document types: articles, books, bibliographies, catalogues, dissertations, Festschriften, iconographies, critical commentaries to complete works, ethnographic recordings, conference proceedings, electronic resources, reviews, and more. RILM also features bilingual abstracts and all non-Roman scripts. This is an indispensable tool for scholars, students, performers, teachers, and music lovers.

Criminal Justice Abstracts with Full Text

This resource contains records selected from the most important sources within the discipline. Indexing from over 270 major periodicals in criminology and full text from 200 of them. Subject areas covered include: criminology; criminal justice; criminal law and procedure; corrections and prisons; police and policing; criminal investigation; forensic sciences and investigation; history of crime; substance abuse and addiction; probation and parole. Coverage dates back to 1975.



The BASIC SEARCH Screen

A search begins at the Search screen, which contains a field for entering search terms and search options to adjust the focus of your search. EBSCOhost will search the database(s) you selected (on the Database Selection screen) for items that contain your search terms. (The search options available on your screen will change for each database.)

Creating a Search

- On the search screen, enter your search terms in the search box.
- Select SEARCH to begin your search.

Searching Techniques

Using Quotation Marks

If you enter the search phrase "sink or swim" in double quotation marks EBSCOhost searches for the exact phrase. If the phrase is not enclosed in quotes, EBSCOhost treats **or** as a search operator, and finds results with either sink **or** swim. Enclose all phrases in quotes and EBSCOhost will search for the phrase exactly. This technique will also find any multi-word phrase.

Boolean (Keyword) Searching

Boolean Logic defines logical relationships between terms in a search. The Boolean search operators are **AND**, **OR** and **NOT**. Using these operators allows you to create a very broad or very narrow search. A Boolean search can be performed on the Keyword Search screen.

The AND operator combines search terms so that each search result contains all of the terms.

Example: (travel and Europe)

The **OR** operator combines search terms so that each search result contains at least one of the terms.

Example: (college or university)

The **NOT** operator excludes terms so that each search result does not contain that term.

Example: (television not cable)

The Wildcard (?) and Truncation (*)

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings.

The wildcard is represented by a question mark (?). To use the wildcard, enter the desired search terms and replace each unknown character with a "?". EBSCOhost will find all citations of that word with the "?" replaced by a letter. The wildcard replaces a single character.

Example: ne?t Results: "neat", "nest" or "next"

Truncation is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an "*". EBSCOhost will find all forms of that word.

Example: comput* Results: "computer" or "computing"

Proximity Search

A Proximity search is a way of searching for two or more words that appear a specified number of words (or fewer) apart in the database(s). The proximity operators are composed of a letter (N or W) and a number (to specify the number of words). The proximity operator is placed between the words that are to be searched, as follows:

Near Operator (N) - N5 will find the words if they are within 5 words of one another regardless of the order in which they appear.

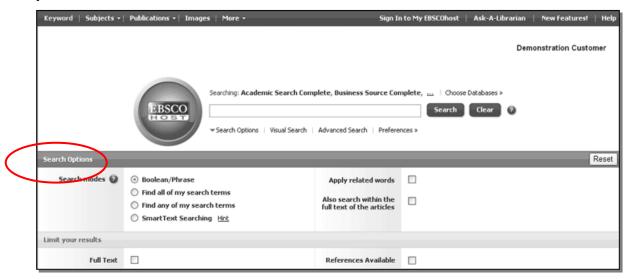
Example: tax N5 reform Results: "tax reform" & "reform of income tax"

Within Operator (W) In the following example, "W8" will find the words if they are within 8 words of each other and in the order in which you entered them.

Example: tax W8 reform Results: "tax reform" but not "reform of income tax"

Search Options

Options may be present on the Search screen that allows you to adjust the focus of a search. These Limiters and Expanders allow you to narrow or broaden your search. The options may vary in each database.



You can use a specific **search mode**, such as "Find all of my search terms"; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

Limiters

Limiters let you narrow the focus of your search so that the information retrieved from the databases you search are limited according to the values you select. You can use more than one limiter if more than one is available. Common Limiters which may appear on your Search screen include:

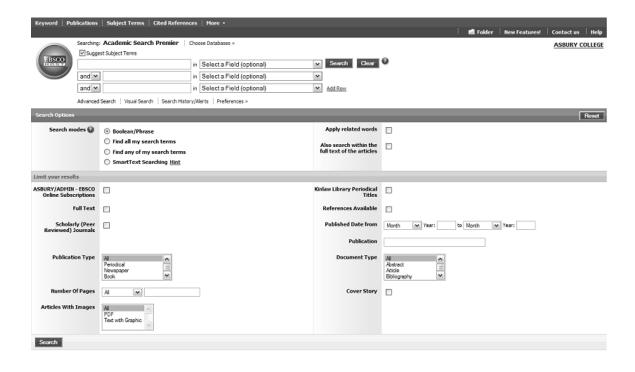
Full Text - Select this option to limit results to articles with full text.

Local Titles (Kinlaw Library Periodical Titles) - Select this option to limit results to articles available at your library.

Scholarly (Peer Reviewed) Journals - Limits search results to articles from peer-reviewed journals. Peer-reviewed journals are publications that include only those articles that have been reviewed and/or qualified by a selected panel of acknowledged experts in the field of study covered by the journal.

Publication - Enter a magazine / journal name in this field to limit results to articles only from that title.

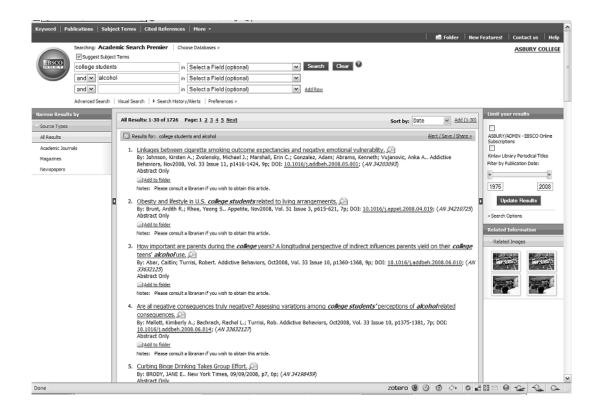
Published Date - Use this option to search for articles within a specified date range. Create a range by using the drop-lists to specify the months of the range and enter the last two digits of the year in the entry fields to specify the years of the range.



The Advanced Search Screen

The Advanced Search Screen employs multiple search entry fields, Boolean operators, field codes, and search options that allow you to create a well-focused search.

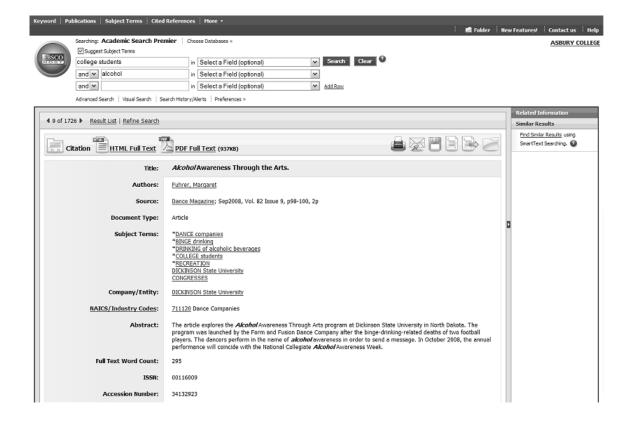
- Enter your search terms in the search boxes.
- Select a Field Code from the drop-list. (Example: enter *world economy* in the Find field, and select SU-Subject). Selecting a Field Code allows you to construct a search using indexed headings referenced in either the citation or full display (or full text, if available). EBSCOhost translates these headings into two-letter codes, such as SU-Subject, AU-Author or TI-Article_title, to focus your search. (Note: Field Codes are database specific. For more information on which searchable fields are available for the database you selected, view the Database Description for the selected database.)
- Enter additional search terms in the optional search fields.
- Connect your multiple search terms with Boolean operators (AND, OR, NOT) to create a very broad or a very narrow search. Use the drop-lists to the left of each optional text box to select the Boolean operator that will connect your terms when searched:
- Select from available search options. Select Limiter options to narrow search results or Expander options to broaden them.
- There may also be special limiters available that are specific to the database(s) you are searching. Common limiters here include "Publication Type".
- Select SEARCH to begin.



The Result List

When EBSCOhost performs a search, a Result List will appear. This is the information retrieved from the databases that are searched. Search results can be citations, document summaries (or abstracts), or full text. At the top left corner of the Result List, you will find the number of matching results.

- Use the scroll bar or arrow keys to move up or down the current screen.
- Each result is numbered, and the available formats for the article are displayed—HTML full text, PDF full text, or linked full text. Click the linked page numbers (or forward/backward arrows) to move through the Result List.
- The article title is a hyperlink to the "best view" this could be the citation; a brief citation plus full text; a PDF file; or links to full text. To view a different format, click on any of the icons listed below the title.
- To see a preview of the citation, place your mouse over the **Preview** icon !! to view the Abstract.
- Use the Pages: links to jump to a page in the result list other than the next or previous pages of results. The closest five pages are available through these links. To jump to the next or previous five pages, use the >> or << links, respectively.
- Limit your results Apply limiters right from the Result List. Select any of the limiters displayed on the right column and click Update. A revised Result List displays.
- Use the Search options link to refine your search.
- Use Add to Folder button underneath each citation to add the item to your folder.

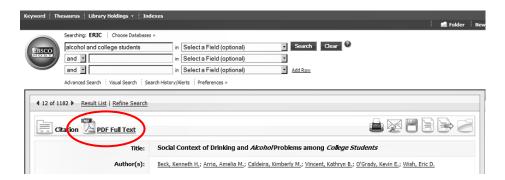


The Full Record

When the citation view is displayed, it may also include a summary or an abstract. Your original keywords are highlighted throughout the record. If available, the html full text of the article may appear below the citation. The author and subject of the record can appear as links that let you perform a search of that particular field.

- The **HTML Full Text** link takes you directly to the full text of the article.
- The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe Reader.

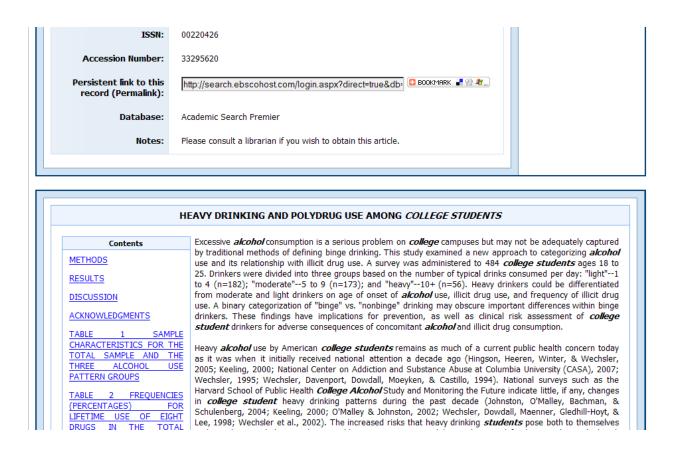
To view Full Text from the citation just click on the link above the entry, such as shown below.



Click the **Cite** icon to view the citation for the article formatted in several different citation formats, including MLA, APA, etc.

HTML Full Text View

The HTML Full Text is the complete original article, and can include valuable charts, graphs and images. It will appear below the Full Record when available. When the full text view is displayed, you can also return to the citation, or any PDF or linked text by clicking on the available icons. The text is displayed formatted and ready for printing. A brief citation is always included at the end of the article.

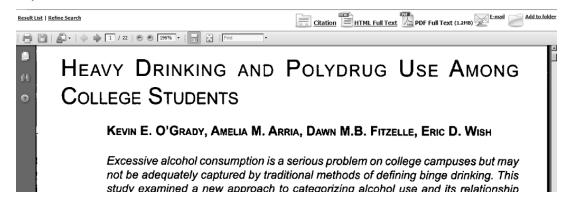


From either the citation or full text views, you can refine your search, return to the Result



PDF View

When the PDF view is displayed, the article opens in the Adobe Acrobat Reader. To print the article, use the print capability available from the Reader. You can also return to the citation, any full text, or linked text by clicking on the available icons. From the PDF view, you can refine your search or return to the Result List.

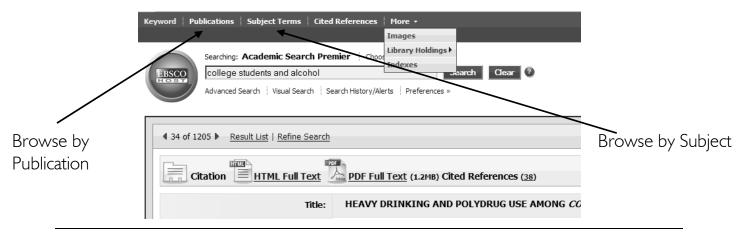


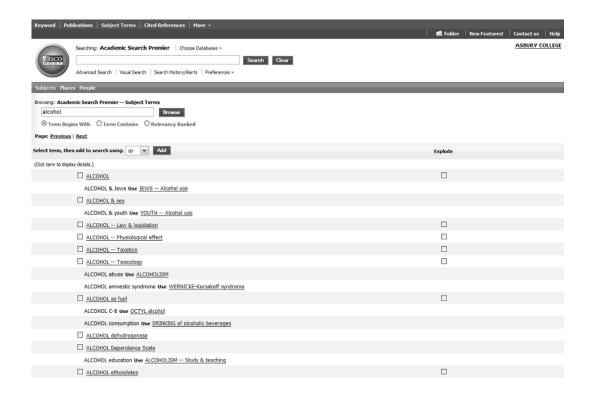
Linked Full Text View

EBSCOhost links to full text articles from other EBSCOhost databases or from electronic journals subscribed to through EBSCO Subscription Services and Electronic Journals Service. When the linked full text result is displayed, you can also return to the citation, full text, or linked text by clicking on the available icons. When you click on an available hyperlink and open full text, you can refine your search, return to the Result List, and print, e-mail or save the article.

Browsing Terms

As an alternative to keyword searching, browse searching allows you to search by browsing a broad range of subjects, magazine or journal titles, local holdings, or other database-specific indices. Click on the type of search at the top of the screen as shown below. Two types of browse search options are highlighted on the next pages.





The SUBJECT TERMS

The SUBJECTS TEMS option lists the information contained in a database according to topic.

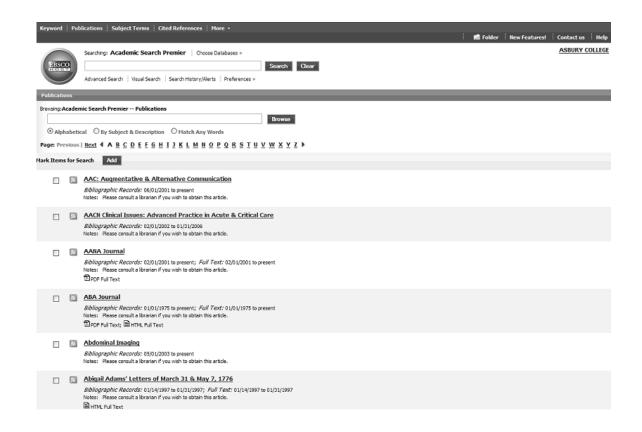
To browse a Subject authority file:

- Select the Subjects button on the toolbar. The Subject authority file will open.
- Enter your search term(s), for example archaeology, in the Browse For field.
- Select Browse to view your term(s) as they appear in the Subject authority file.
 References for the term you are searching may be sorted by type. When you select one of these categories, a result list opens, allowing you to view specific results. There may also be a hierarchy of subdivisions relating to your search. You may also select "See also related items" to further narrow your search.
- You can mark terms and click the **Add** button. The terms are added to the **Find** field. To run a subject search against the main database, click the **Search** button.

To browse for People or Places:

- Click the **People** or **Places**link. (Note: To search for a person's name, use the following format: last name, first name.)
- Enter search terms in the Browse
 For field and click Browse.





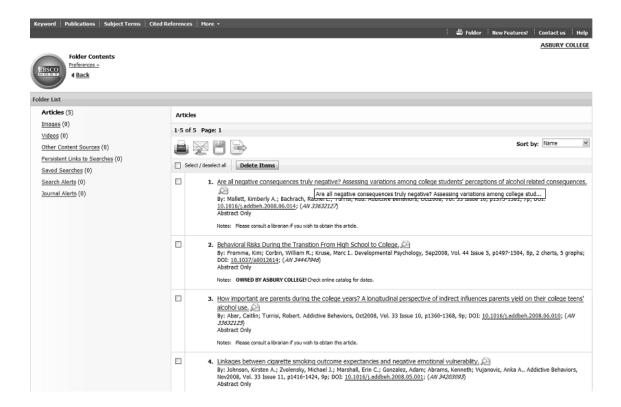
The PUBLICATIONS Authority File

The PUBLICATIONS authority file lists the information contained in a database according to journal or magazine name.

To browse a publications authority file:

- Select the publications button located on the toolbar.
- Enter the name of the journal. (For example: Newsweek.)
- Select Browse to view your term(s) as they appear in the Journal authority file.
- Browse the list by using the scroll bar or the arrow keys to move up or down the current page, or by using the Up or Down arrows at the top and bottom of the page.
- Select a Journal Name link for a Detailed View of the journal or publication. The information found in the Detailed View may include: the journal title, the ISSN, the price of annual subscription, the Publisher's address, the Publisher's URL (internet address), the Subject(s) and/or a Description of the journal, and whether the journal is peer reviewed.
- You can use the **Mark Items for Search** feature to search several publications at the same time, or to combine publication names with other search terms. Just click the check box beside any title you wish to search.
- Click Add. The publications you selected are placed in the Find field on the Search Screen. (They are combined with "or.")
- To search within those publications, click **Search**.



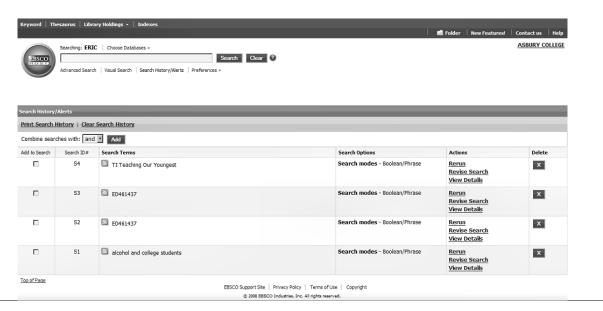


Saving Results to the Folder

EBSCOhost allows users to collect and manage a list of search results found during your current EBSCOhost session. You can use the folder to:

- Collect results from different searches and keep them in the folder.
- Compare and evaluate results of a search when run on different databases. (For example, conduct a search in CINAHL and conduct it again in PsycArticles.)
- Print, e-mail or save collected results from the folder. When you want to print, e-mail or save several results, you should always save them to the folder, then print, e-mail or save from the folder. (You can still print, e-mail, or save individual results from the open article or citation.)
- You can remove specific results, or clear the entire folder and collect new results during your session. If you end your session, or it times out due to inactivity, the folder is automatically cleared.

As you add the articles to the folder, you can click the **Folder** icon (or the Go to **Folder View** link) and review which items have been added.



Search History

From the Advanced Search screen, you can review and reuse your advanced searches. New searches can consist of combined or modified searches from the search history list. Click the **Search History/Alerts** link. The Search history is displayed above the Result List. To close Search History, click the **Search History/Alerts** link again.

The following columns are present in the Search History:

- Add to Search click on the box in front of any search you would like to include in a new search.
- Search ID # this column contains the number assigned to your searches. Each search you conduct is assigned a number. You can select a search from this panel by entering the search prefix (S) and number in the Find field. (For example S3) The prefix is not case-sensitive.
- **Search Terms** This column contains the terms of the search as you entered them in the Find field, including any field codes and Boolean operators that were part of the search.
- Search Options The limiters and/or expanders used in your search are displayed.
- Actions
 - View Results/Rerun Either View Results (xx) or Rerun appears as a hyperlink. Click the link to return the search and display an updated Result List.
 - **Revise Search** Indicates that the lines of search can be edited. When you click **Revise Search**, the search terms are displayed in the **Find** field and the limiters and expanders are applied. You can then edit the search manually, entering field codes or changing limiters on the Search Options area.
 - **View Details** To view the details of the search, including which interface, search screen and database were used, click **View Details**. A pop-up window appears, displaying the details of the search.
- **Delete** To remove a search string, click on the Delete button next to the search string you wish to eliminate.

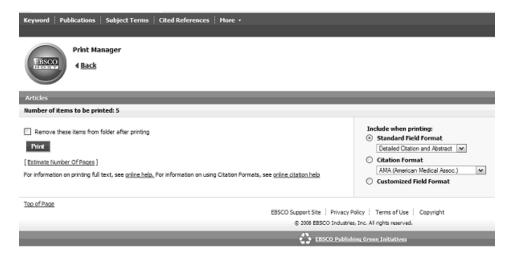
The Search History includes only the searches from the current EBSCOhost session using the Advanced Search screen. When your session ends, the Search History is cleared. By default, the Search History displays your most recent six searches. When you have performed more than six searches, you can select Show More Search History to open all the searches you have performed in your EBSCOhost session. Select Show Less Search History to view only the last six searches.

If you change databases, your Search History will be saved. However, your searches are affected when you change databases. Searches must be performed with the limiters available in the databases you open. Searches display question marks in the Results column when the Advanced Search screen in opened in the new database. When you view the results, by clicking on the link in the Results column, a new search is launched in the current database and its results are added to the Search History.

Print Results

To print from the list of search results:

1. From the Result List, select the items you want to print. Click Print. The Print Manager Window appears.



To estimate the number of pages that will be printed, click the Estimate number of pages link.

2. Select the format for the results you want to print.

Citation – includes the description and identification of the article, date of issue, authorship, and an abstract of the article, if available.

Full Text (when available) – includes all citation information and the full text of the article (if available) in plain text format.

- 3. Click Print. The Print Delivery Window appears with the estimated number of pages listed and the print dialog box should pop up.
- 4. To print, click ok.

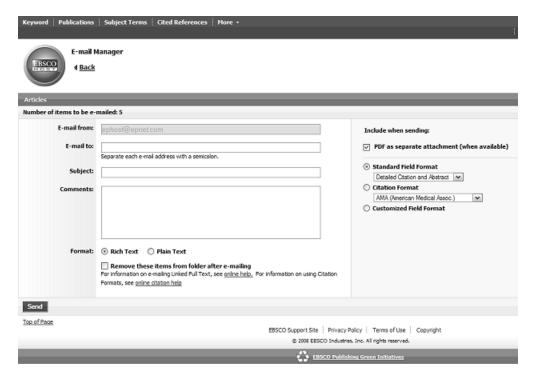
To print from an open article:

- 1. From an open article, click Print. The Print Delivery Window appears, with the estimated number of pages listed.
- 2. To print, click the Print button in the Print Manager box. The Print dialog window will pop up.
- 3. Click ok.

Email Results

To e-mail the results of a search:

1. From an open article or from the folder list, click E-mail. The E-mail Manager Window appears.



2. Select the format for the results you want to e-mail. You can e-mail Articles or Links to searches.

If you select Articles, any of the following choices appear.

Citation – includes the description and identification of the article, date of issue, authorship, and an abstract of the article, if available.

Full Text (when available) – includes all citation information and the full text of the article (if available) in ASCII format.

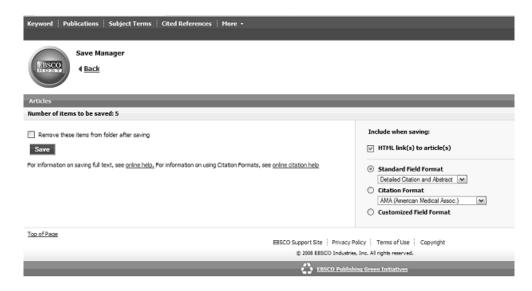
PDF – article is sent in PDF format as an attachment. If you have a mixed result list (some articles as ASCII and others as PDF), you must select this option to receive the full text.

- 3. Enter the e-mail address(es).
- 4. Enter a subject to appear on the e-mail subject line. (For example, Results of research on topic ABC.) (40 character maximum)
- 5. To send the e-mail, click E-mail; otherwise, click Back. A message appears when your e-mail has been sent.

Save Results

To save search results to a file:

1. From an open article, click Save. The Save Manager Window appears.



2. Select the format for the results you want to save. You can save Articles or Links to searches.

If you select Articles, any of the following choices appear.

Citation – includes the description and identification of the article, date of issue, authorship, and an abstract of the article, if available.

Full Text (when available) – includes all citation information and the article in ASCII format, if available.

Bibliographic manager format – saves your results in Bibliography Manager format. Includes End Notes, Pro-Cite Reference Manager and other data management programs.

- 3. To save the results, click Save; otherwise, click Back.
- 4. From your browser menu, click File>Save As. Enter the path where the file should be saved (for example, C:\Project\ResearchInfo). To save to a floppy disk, enter the path to the floppy drive (for example, A:\ResearchInfo). Be sure to save as an HTML or text file.
- 5. Click Save.

For further information on this service or any other research questions, please contact a Reference Librarian at the Kinlaw Library Reference Desk, by phone at x2257, or by e-mail at reference@asbury.edu.

Created: 7/98 Revised: 7/13

JW

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