

Guide to using EBSCOhost

EBSCOhost contains a number of individual databases. The most commonly used ones are Academic Search Premier, Masterfile Premier, and Newspaper Source, all of which cover all subjects. It also contains Business Source Premier, PsycInfo, MLA and ERIC. This is a general guide to all EBSCOhost databases.

To access EBSCOhost databases

1. Choose EBSCOhost from the drop down menu on the Research Databases page. (Click on “Find an Article” on the main page to get to Research Databases!)
 - a. Click on the name of a database to search that database.
 - b. To search multiple databases at once, check the box to the left of each database you wish to search, then click the blue “Continue” button.
2. Or, go to the alphabetical or subject-based lists of individual databases on our website, and click on the specific database you are interested in (i.e. Academic Search). This will take you directly to the basic search page, with your chosen database preselected.

Basic Search (Main search page)

Type your search words in the box. Below the box you will see ways to limit your search:

1. Checking the box beside “Full Text” will return only full-text articles (no citations/abstracts)
2. Checking the “Scholarly (Peer-Reviewed) Journals” box will return only these journals
3. To find articles in a particular journal, type its name in the box labeled “Publication”.
4. Date Published: You may choose months from the dropdown menus and type in the years to limit the dates. This is handy if you need articles published within the last 2 years, etc.
5. Search Within Full-Text Articles: If you check this, the search will find your search terms even if they’re only mentioned once in the text of an article. (Normally the search covers words in the title, abstract, etc.)
6. Apply Related Words: Expands the search to include words similar to those you type.
7. Each database will have some search options specific to that database.

Click the blue “Search” button to start the search!

Advanced Search

To perform an advanced search, click “Advanced Search” under the main search box. Advanced search allows some extra capabilities:

1. Boolean searching: This is the AND, OR and NOT you see on the left. You can type search terms in each of the three boxes and connect them by choosing AND, OR or NOT from those boxes. For example,

Databases: MasterFILE Premier

Find:	addiction	in	All Fields
and	drugs	in	All Fields
not	alcohol	in	All Fields

will find articles about drug addiction, but that are not also about alcohol addiction.

2. Searching specific fields: The default search is in all fields, as in the example above. These boxes can be set to search in the title, author, or other more specific fields. This can be handy if you are looking for a particular article, or for articles by a certain author, among other things.
3. The advanced search may offer more database-specific search options, if they exist.

Search Results

A successful search will take you to the search results page. This page lists 10 articles at a time, with a blue “Next” link to move to the next page of results. The entry for each article includes:

1. The title of the article in blue, followed by the author, journal name, date, page numbers, etc.
2. A notation of “HTML Full Text” or “PDF Full Text” if they are available (also in blue). (The difference? Full-text means text only, where PDF Full Text includes pictures, diagrams, and the original layout of the article.)
3. If there is no full text, the “Check for Full Text Availability for this Item” link will appear. Clicking this will open up Pfeiffer’s Journal Finder, which searches for and links to the article in other databases or in print, if available.
4. An “Add to Folder” link under each article for marking articles that you want to return to.
5. An icon of a magnifying glass over paper. If you hold the mouse pointer over this icon, a preview of the article will appear.

To view an article, click on the article title or click on the full-text notation. You can then scroll down and read the article. If you click on an article for which there is no full-text, you will get an extended citation and an abstract (summary) if there is one.

- ❖ To the left of the results list is the “Narrow Results” column. This gives options for narrowing your search by publication type (peer-reviewed, etc.) and by subject. Clicking on a subject in the list will search within your existing search results for articles with that subject heading.
- ❖ Marking articles: To mark an article, click the “add to folder” link under it in the article list, or click the big folder icon right above the article if you are looking at the article itself. If you mark several articles at once, you can then go back and review/print your selected articles. Just click on “Folder” in the blue bar at the top of any page.
- ❖ Printing: To print an individual article, click the printer icon above the article. To print your list of marked articles, click “Folder” to see the list, then click the printer icon.
- ❖ What about the Email (envelope) and Save (disk) icons? If you like, you can email the articles to yourself to read or print later. You can also save them to a thumb drive.

Always feel free to ask a librarian if you have questions or problems using EBSCOhost databases! We’re here to help you! Remember, you can access EBSCOhost from off campus – visit the off-campus access page at <http://library.pfeiffer.edu/proxysetup> for more!