



A guide to using CSA Illumina databases

- ASSIA: Applied Social Sciences Index and Abstracts
- BHI: British Humanities Index
- Criminal Justice Abstracts
- ERIC
- Linguistics and Language Behavior Abstracts
- PAIS International
- Philosopher's Index
- PILOTS Database
- Social Services Abstracts
- Sociological Abstracts

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Where to find help

If you need help planning your research, or have subject-specific questions which are not answered by this guide, please consult the one of Library's information skills workbooks written for your department. You will find these on the Library web pages at:

<http://www.york.ac.uk/library/publications/workbooks.yrk/>

Contact your Academic Liaison Librarian if you need further assistance:

<http://www.york.ac.uk/library/aboutus/librarystaff/academicliaison/>

You can also ask for help at the Help & Information desk in the JB Morrell Library, or by email to this address: lib-enquiry@york.ac.uk

For general information about the Library's services and facilities, as well as more information relating to your subject area, take a look at the Library's web pages:

<http://www.york.ac.uk/library>

Database descriptions

ASSIA (Applied Social Sciences Index and Abstracts)	Covers literature in the social services, social policy, psychology, sociology, economics, politics, race relations and education.
BHI (British Humanities Index)	Covers literature published in English in the fields of literature, language, political science, philosophy, as well as quality newspapers published in the UK.
Criminal Justice Abstracts	Contains comprehensive coverage of international journals, books, reports, dissertations and unpublished papers on criminology and related disciplines.
ERIC (Educational Resources Information Center)	Database sponsored by the U.S. Department of Education covering information on all aspects of education.
LLBA (Linguistics and Language Behavior Abstracts)	Covers international literature in linguistics and related disciplines in the language sciences.
PAIS International	Covers literature in the fields of public policy, social policy, and the social sciences in general.
Philosopher's Index	Covers literature in the field of philosophy and related areas, such as ethics, aesthetics, logic and metaphysics. Also covers the philosophy of disciplines such as law, religion, science and history.
PILOTS Database (Published International Literature On Traumatic Stress)	Database sponsored by the U.S. Department of Veterans Affairs covering international literature on mental-health consequences of exposure to traumatic events including post-traumatic stress disorder.
Social Services Abstracts	Covers current research focused on social work, human services, and related areas, including social welfare, social policy, and community development.
Sociological Abstracts	Covers international literature in sociology and related disciplines in the social and behavioural sciences, including information on social structure, inequality, social change, and social problems.

1. How to access a CSA Illumina database


CSA Illumina databases are linked to the **MetaLib gateway**.

1. To access MetaLib from the University homepage, follow the links:
Student home | Library | MetaLib gateway (under Quick Links)

or **Staff home | Library | MetaLib gateway (under Quick Links)**

or go directly to MetaLib at <http://metalib.york.ac.uk/>

2. Within MetaLib, either use the **Subject** menu on the left of the screen to reach a list of the most useful databases for your subject, or use **Find Database** to go directly to the entry for the database of your choice.

Note: you can click on the MetaLib Information button  to learn more about each database.


3. To access the host website for the database of your choice, click on its title.
4. A login screen will open in a new window. Enter your University of York **Computing Service username and password**. If you have not logged in to the database before, read the **Terms and Conditions**, then click in the tickbox to agree to them before clicking **Login**.
5. You may choose either option to proceed:
 - a) From the drop-down **Subject Area** menu, select **Arts & Humanities** or **Social Sciences** as appropriate, in order to search across all the relevant databases.
 - b) Click on **Specific Databases**. Select the database you require from the list, by clicking in the checkbox next to the title. When you are ready, click **Continue to Search**.



You may search two or more databases of your choice by clicking in the checkbox to the left of each title, then clicking Continue to Search. Be aware that not all CSA databases offer the same features, so your search options may be restricted if you have chosen to search multiple databases simultaneously. Also the number of results may become unmanageable if you search several databases at once.

2. CSA Illumina online help

Context-specific help is available from the **Help & Support** link, found in the top right-hand corner of every screen. Help details all of the functions available in CSA Illumina.

Click on  next to a database title in the **Select Databases** list to display further information about individual databases. Use the **Database Guides** (available in Word or PDF formats) under the Quick Links for detailed information.

3. General search techniques



Choose your search terms with care. They are the key to successful searching.

Truncation and wildcard symbols

Using truncation can improve the effectiveness of your search:

- ? Use one question mark to replace one character, or two question marks to replace two characters and so on to find alternative spellings.
e.g. wom?n will find woman or women; carbon fib?? will find carbon fibre or carbon fiber.
- * Use an asterisk within the word to replace an unlimited number of characters.
e.g. behavi*r will find behaviour or behavior.
- * Use an asterisk at the end of the word to expand the word stem by an unlimited number of characters.
e.g. child* will find child or children or childhood.

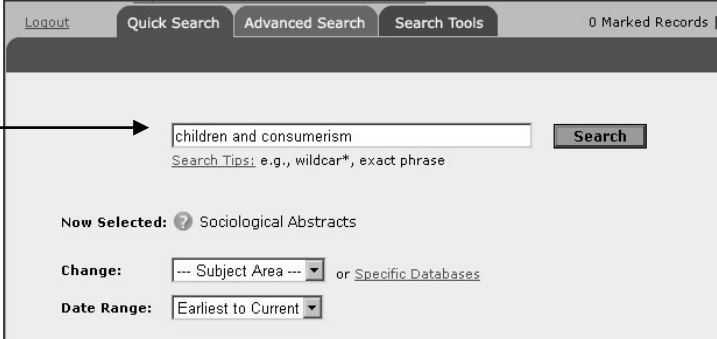
Combining terms

Boolean operators can be used to combine terms either to broaden or to reduce the scope of your search:

- AND** Both terms will appear in the record (global* and consumer*)
- OR** Either term will appear in the record (Britain or British)
- WITHIN n** Both terms will appear within a specified number of words (n) of each other (child* within 3 poverty)
- NOT** The second term will be excluded (media not advert)
Use NOT with care as this may also eliminate potentially useful results

4. Quick searching

1. By default, the database opens at the **Quick Search** screen.
2. Enter your terms in the **Search** box .

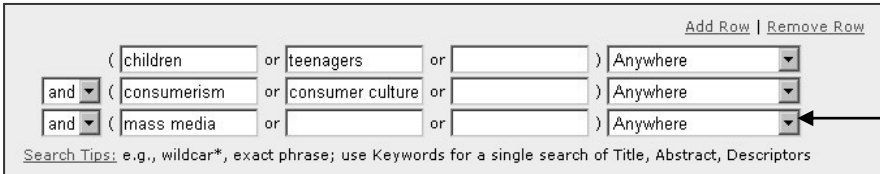


The screenshot shows the 'Quick Search' tab selected. The search input field contains the text 'children and consumerism'. Below the input field, there is a 'Search' button and a link for 'Search Tips: e.g., wildcard*, exact phrase'. Underneath, it indicates 'Now Selected: Sociological Abstracts'. There are also dropdown menus for 'Change: --- Subject Area --- or Specific Databases' and 'Date Range: Earliest to Current'.

3. Use the drop-down **Date Range** menu, if you wish, to search for articles published in a pre-limited range of years.
4. Click on the **Search** button.

5. Advanced searching

1. To combine several search terms, click on the **Advanced Search** tab above the search box.
2. Enter a word or a phrase into one or more of the search boxes.



The screenshot shows the 'Advanced Search' interface with three rows of search criteria. Each row consists of a dropdown menu for logical operators (currently set to 'and'), a search box containing a term, and another dropdown menu for field selection (currently set to 'Anywhere'). The terms are 'children', 'teenagers', 'consumerism', 'consumer culture', and 'mass media'. There are 'Add Row' and 'Remove Row' links at the top right. Search tips are provided at the bottom.

3. You can make your search more specific by choosing the fields you would like to search (author, title, keyword etc) from the drop-down menu next to the search boxes.
4. Decide how you want to combine the search terms by selecting **AND**, **OR** or **NOT**.
5. Click on **Search**.

6. Limiting your search

You can apply limits to your search, such as limiting by date of publication, or limiting to journal articles only or publications in English only. Select your limits before you click the Search button.

7. Using the Index

Each CSA Illumina database contains several alphabetical indexes which can be searched or browsed in order to identify the correct form of a search term. You can use the indexes to help you to narrow down your search. The indexes also provide a quick way to search for an author.

1. Click on the **Search Tools** tab and select **Indexes**.
2. Use the drop-down menu to select an index, either author, journal name or publication type (e.g. a book chapter or conference paper).
3. Enter your search term in the box **Search the Index** and click **Go**.

History/Combine Searches | Command Search | Thesaurus | Indexes

Select Database & Index: - Author Index [Change Databases](#)

Search the Index: wilson a

Browse the Index: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

BHI: British Humanities Index: Author Index

[Clear Marked Terms](#) | [Remember Terms](#)

◀ Previous Next ▶

- wilsher roger
- wilshere a d
- wilshere alan
- wilshere j e o
- wilshere jonathan
- wilshere jonathan e o
- wilshire b
- wilshusen richard h
- wilsmore s j
- wilsner peter
- wilson a

New Search Using Marked Terms

Use **AND** to narrow

Use **OR** to broaden

4. Click the checkbox to select the term(s) you want to search.
5. If you have selected two or more terms combine them choosing **AND** or **OR** on the left-hand side of the screen.
6. Click on **Search**.



For more information about using the indexes, click **Help & Support**.

8. Using the Thesaurus

The thesaurus provides standard subject headings which are used to index the material covered by the database (**Descriptors**). You can search the thesaurus to find broader, narrower or related headings. This can be particularly useful when you are unfamiliar with a subject.

1. Click on the **Search Tools** tab and select **Thesaurus**.
2. If necessary, select the appropriate Thesaurus from the drop-down menu.
3. Enter a search term. You can choose to view the results in one of the following ways: **Alphabetical Index**, **Hierarchy** (displays broader/narrower terms plus explanatory notes), or **Rotated Index** (any thesaurus heading which includes your search term). Try each of these to find which you prefer.
4. Click in the checkbox next to any term(s) you want to include in your search, then select **AND** or **OR** to combine multiple terms. Click on **Search**.
5. To display broader, narrower and related terms, click on the term. To search for all narrower terms simultaneously, select the main term and select **Explode to include all narrower terms**, then click on **Search**.



For more information about using the thesaurus, click **Help & Support**.

9. Combining previous searches

Each search you conduct is listed in your **History**. When you have carried out 2 or more searches, you will be able to combine searches.

1. Click on the **Search Tools** tab.
2. Click on the **History/Combine Searches** tab.
3. Click in the checkboxes by the searches you wish to combine.
4. Select **AND** or **OR** then click on **Combine**.

History/Combine Searches		Command Search	Thesaurus	Indexes
<input type="radio"/> AND <input type="radio"/> OR <input type="button" value="Combine"/>		Search History		
<input checked="" type="checkbox"/> #2	Search Query #2 impressionism (Copy Query) 106 results found in Multiple Databases + 0 results found in Web Resources Related to the Social Sciences/Humanities Edit Save OR Alert View Results Delete			
<input checked="" type="checkbox"/> #1	Search Query #1 monet (Copy Query) 124 results found in Multiple Databases + 0 results found in Web Resources Related to the Social Sciences/Humanities Edit Save OR Alert View Results Delete			
<input checked="" type="radio"/> AND <input type="radio"/> OR <input type="button" value="Combine"/>		Search History		

- Alternatively, you can enter the numbers of any searches you wish to combine in the **Combine Searches** field, using **AND** or **OR** to combine them.
- Using either method of combining searches, you can limit your search results with the options below the Combine Searches field.

Combine Searches: #1 and #2
[Search Tips: \(#3 or #2\) and new term](#)

Now Selected: ? BHI: British Humanities Index

Change: --- Subject Area --- or [Specific Databases](#)

Date Range: Earliest to 2008

Limited to: Latest Update Journal Articles Only English Only

Show: Short format Results per page: 10

Search

10. Your search results

The results page automatically sorts the records found into publication types, with a combined listing of all types on the top. The different types can be accessed via tabs at the top of the list.

All Publication Types 158260 Journals 47748 Peer-Reviewed Journals 17038 Conferences 18510 Books 23844 [More >](#)

[Mark or Clear all on page](#) | [Update Marked List](#) | [Save, Print, Email](#) Sort by: Most Recent First [Go](#)

◀ Previous 1 2 3 4 5 Next ▶ Record # [Go](#)


1. **Teaching Literacy in Fifth Grade**
 McMahon, Susan I; Wells, Jacqueline
Guilford Publications, 2007
 ... A Week in Jacqueline's Literacy Classroom; (6) Integrating *Curriculum* Using Multiple Genres to Enhance Literacy; and (7) Finding Resources for Planning and Instruction. The following is appended: (1) Book Club Journal Information Sheets.
Accession Number: ED491625
[View Record](#) | [Find it](#)

Database:
ERIC
Descriptors:
[Student Needs](#) | [Library Education](#) | [Classroom Enrichment](#) | [Grade 5](#) | [Student Evaluation](#) | [Teaching Methods](#) | [More...](#)

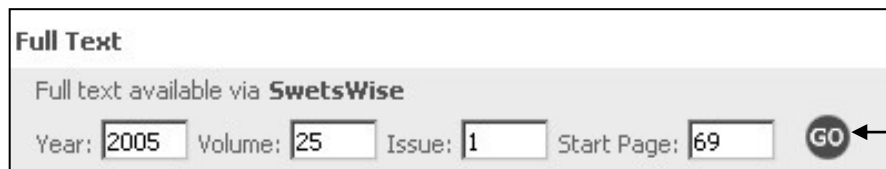
The records are displayed in a brief format in date order with the most recent ones first:

- The brief record shows the title, the author(s) and the source (i.e. the journal or other work in which the article or chapter was published).
- Click on **View Record** to see the full details of each record; this will include the full abstract of the publication if provided by the database you have chosen.
- Some CSA databases include the full bibliography from each article: follow the link to **References** to view these.
- Click **Return to Results** to go back to your list of results.

11. Linking to full text

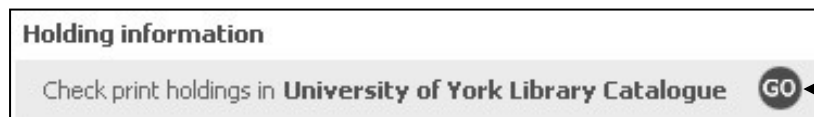
From your list of results, click on  to check if the Library has a subscription to an electronic journal, or has the printed item in stock. A new **SFX** window will open:


1. If you see a link to an e-journal website (as shown below), click on **Go** to view the article.



Note: the normal access restrictions on viewing electronic journals will apply. For further information, see the Library's website **How to connect** (<http://www.york.ac.uk/library/elibrary/howtoconnect.htm>)

2. If no electronic journal is offered, follow the link to the **University of York Library Catalogue** to check whether the Library has the relevant volume in print.



3. If the Library Catalogue displays the message "**The requested record is not in the database**", the item is unavailable at University of York libraries.
4. If there is no  button, you will need to open the Library Catalogue (<http://libcatalogue.york.ac.uk>) in a separate window to check whether items are available at University of York libraries.
5. Close any further windows that have been opened to continue working in CSA Illumina.



You can use the Library's Interlending and Document Supply service to obtain copies of items unavailable at York. Consult the Library's website for more details:

<http://www.york.ac.uk/library/servicesandfacilities/interlendinganddocumentsupply/>

12. Printing, emailing and saving results

You can select up to 500 references from your results list to print, email or save.

- Click in the checkbox to the left of each title to mark your selection, or mark all the results on the page at the top of the list.
- Once marked, click on **Save, Print, Email** at the top of the results list.
- Specify whether you wish to save, print or email your selected results (Marked Records) or all of your results (up to 500 references).
- Select a format for your results from the drop-down menu.

Print Preview

To print your results, click on **Print Preview**, then click on your browser's **Print** icon.

Email

To email your results, enter the address(es) you would like the records sent to in the **Email to:** box, then click on **Email**. Once sent, use the back button on your browser to return to your search.

Save

To save your results, select the appropriate file format, then click on **Save**. In the **File Download** dialogue box, click on **Save**. You will then need to enter a filename and identify the location for the file.

- To export your results into the bibliographic software EndNote, follow the instructions for saving your results. Make sure that you select **Full Format** from the drop-down menu and when prompted, save the results as a Text Document. From within EndNote, you can then import the text file of results.



Using bibliographic software such as EndNote may save you time when compiling bibliographies for your work. EndNote X3 is available on the campus network. You can purchase a copy for your own PC through the Computing Service. See the Computing Service web pages for further information:
<http://www.york.ac.uk/services/cserv/sw/>
<http://www.york.ac.uk/services/cserv/docs/guides.yrk/endnote/index.htm>

13. Saving your search strategy & using alerts

Setting up your CSA Illumina Personal Profile

To save your search strategy or to set up an alert, you will need to have a CSA Illumina Personal Profile. To create a Profile after you have run a search:

1. Click the **Search Tools** tab.
2. Click the **History/Combine Searches** tab.
3. Click **Save OR Alert** next to any search.
4. Click **New Users Register Here**.
5. Follow the on-screen instructions to create your **Personal Profile**.
6. You will shortly receive a verification email from CSA. Follow the instructions in the email message to activate your Profile.

Saving and re-running your search strategy

To save your search strategy to re-run at a future date:

1. Click the **Search Tools** tab.
2. Click the **History/Combine Searches** tab.
3. Click **Save OR Alert** next to the search you wish to save.
4. Enter your **CSA Illumina Personal Profile Username** and **Password**.
5. Select a **format** for your saved results and an **expiry date**.
6. If you wish to save your search but you do not wish to receive alerts, set **Delivery Method** to **No Delivery**.
7. Click **Go**.

The screenshot shows a web interface for saving a search alert. On the left is a navigation menu with 'My Research' and 'CSA Illumina' sections. The main area is titled 'SAVE YOUR SEARCH ALERT' and shows search results for 'impressionism'. It includes a checkbox for 'Selected Databases', a 'Format' dropdown set to 'Short format', a 'Comments' text area, a 'Change Expiration' date selector set to 'Mar 19 2008', and a 'Delivery Method' dropdown set to 'No Delivery'. 'Go' and 'Cancel' buttons are at the bottom.

My Research	SAVE YOUR SEARCH ALERT
CSA Illumina	
▶ Create Alerts	106 results found for: impressionism (New Search)
▶ Searches & Alerts	Databases: Mark all databases Clear all databases
▶ Interface Options	<input checked="" type="checkbox"/> + Selected Databases
▶ Login Links	Format: <input type="text" value="Short format"/>
▶ Preferred Databases	Comments: <input type="text"/>
	Change Expiration: <input type="text" value="Mar"/> <input type="text" value="19"/> <input type="text" value="2008"/>
	Delivery Method: <input type="text" value="No Delivery"/>
	<input type="button" value="Go"/> <input type="button" value="Cancel"/>

To view and re-run your saved searches:

1. Click the **Search Tools** tab.
2. Click the **History/Combine Searches** tab.
3. Click **Please log in to My Research** (or **My Research** if you are already logged in).
4. Enter your **CSA Illumina Personal Profile Username** and **Password** if required.
5. Click **Searches & Alerts**.
6. To re-run a search, click **View Results**.

Setting up an alert

An alert is an automated means of obtaining updates on a particular subject, whenever new publications are added to a database (monthly in most cases).

1. Conduct your search.
2. Click the **Search Tools** tab.
3. Click the **History/Combine Searches** tab.
4. Choose the search you wish to use; click **Save OR Alert**.
5. Enter your **CSA Illumina Personal Profile Username** and **Password** if required (see page 13 for instructions on how to set up your Personal Profile).
6. Select a **format** for your alerts and an **expiry date**.
7. Set **Delivery Method** to **Email – HTML**
8. Click **Go**.

Viewing and editing saved alerts

To view and edit your saved alerts, follow the instructions above for viewing your saved searches.



Alerts can help you keep up to date with published research in your area of interest.

14. Change or exit the database

To change to a different CSA Illumina database:

- Click either the **Quick Search**, or **Advanced Search** tab.
- Click on **Specific Databases**.
- Click in the checkbox to the left of the database that you wish to search next.
- Click in the checkbox to the left of the database that you have finished searching in order to deselect it, otherwise it will remain open.
- Click **Continue to Search**.

To exit CSA Illumina at any time, click on **Logout** (top left corner).

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