



A guide to using EBSCO databases

- Business Source Premiere
- CINAHL: Cumulative Index to Nursing & Allied Health Literature
- DynaMed
- GreenFILE
- International Bibliography of the Social Sciences
- Library, Information Science & Technology Abstracts
- MLA Bibliography
- MLA Directory of Periodicals
- The Nation Archive
- The New Republic Archive
- Pre-CINAHL
- Regional Business News

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Where to find help

If you have not used a bibliographic database before, or you need more specific help with using a database, please consult one of the Library's information skills workbooks. You will find these on the Library web pages at:

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

Contact your Academic Liaison Librarian if you need further assistance:

<http://www.york.ac.uk/library/aboutus/staff.htm#subject>

You can also ask for help at the Enquiry Desk in the Library, or contact the Enquiry Service by email at 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, have a look at the Library's web pages:

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

Database descriptions

Business Source Premiere	<p>The full text of articles from almost 8,200 journals, including more than 1,100 peer-reviewed business publications. This includes the Harvard Business Review back to the first issue in 1922, and most other journals included back to 1965. The database also includes other sources of full text information such as country economic reports from the EIU, and detailed company profiles for the world's 10,000 largest companies. Additional full text, non-journal content includes market research reports, industry reports, country reports, company profiles and SWOT analyses.</p> <p>This guide explains how to use the EBSCO Host interface. For instructions on using the EBSCO Business Searching interface please see the separate guide at: http://www.york.ac.uk/services/library/publications/guides/bsp.htm</p>
CINAHL: Cumulative Index to Nursing & Allied Health Literature	<p>CINAHL indexes over 650 English language journals in the area of nursing and allied health. Selected journals in related fields are also indexed together with books, dissertations, and conference procedures in the area of nursing.</p>
GreenFILE	<p>GreenFILE is a bibliographic database of information about environmental concerns made freely available by EBSCO. It indexes both scholarly and non-scholarly titles, with coverage going back more than 35 years, and contains nearly 300,000 records, full text for certain titles and searchable cited references for more than 200 titles.</p>
International Bibliography of the Social Sciences	<p>Four specialist databases - for anthropology, economics, politics and sociology - rolled into one. Compiled by staff of the London School of Economics and Political Science, IBSS indexes journal articles and books. Journal article abstracts are not included. 25% of its coverage is materials in languages other than English.</p>
Library, Information Science & Technology Abstracts (LISTA)	<p>Library, Information Science & Technology Abstracts (LISTA) indexes more than 500 core journals, more than 50 priority journals, and 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.</p>
MLA Bibliography	<p>This bibliography contains citations for journal articles, books, book chapters and theses in literature, language, linguistics and folklore. It is the major literature bibliography. The publication years covered by this resource are from the 1920s onwards.</p>
MLA Directory of Periodicals	<p>The MLA Directory of Periodicals offers detailed information on over 7,100 journals, with 4,400 currently indexed in the International Bibliography. The detailed entries include editorial contact information, as well as frequency, circulation, subscription prices and submission guidelines.</p>
The Nation Archive	<p><i>The Nation Archive</i> contains indexing, abstracting, and full text for the complete archive of The Nation, beginning with its first issue in 1865 all the way to the present. The Nation is America's oldest weekly magazine and one of its premier journals of opinion since its inception in 1865. The Nation has long been regarded as one of the country's definitive journalistic voices of writing on politics, culture, books, and the arts, and continues to stand as the independent voice in American journalism.</p>
The National Review Archive	<p>The National Review Archive offers complete indexing & abstracting and full text coverage for all issues of the journal back to the first issue in 1955 through to the present. The National Review has been</p>

	a leading journal of opinion since its inception in 1955. The publication consistently provides insightful and unique coverage of political, economic, social, and cultural issues and trends, and remains one of the leading sources in this regard.
The New Republic Archive	For ninety years <i>The New Republic</i> has provided in-depth examination of American politics, foreign policy and culture with an uncanny ability in covering issues before reaching the mainstream. <i>The New Republic</i> continues to be the leading journal of opinion and covers topics from a variety of viewpoints. This database offers complete indexing & abstracting and full text for all issues back to the journals inception in 1914.
Pre-CINAHL	Pre-CINAHL provides current awareness of new journal articles prior to them being fully indexed and added to CINAHL. When the indexing is completed records are removed from Pre-CINAHL.
Regional Business News	This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

1. How to access an EBSCO database

EBSCO 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 **York Computing Service username and password**. If you are logging in here for the first time, read the **Terms and Conditions**, then click in the tick box to agree to them before clicking on **Login**.
5. Depending on which resource you chose, you may be asked to select the title from a list by clicking in the tick box. If so, do this, then click on **Continue**.
5. The homepage of the database will now open.



You can search more than one database simultaneously by clicking in the checkboxes to the left of each title. Use with care! It is possible that you might miss useful results when searching more than one database at a time.

2. EBSCO online help

How to Use Help

- When the Help icon  appears, you can click the icon and help for the screen you are on will display.
- To obtain help for the database(s) you are searching, click the Help icon  to the right of the database name or databases drop-down list.
- To view the entire Help System, click the Help link at the top right-hand corner of the screen. This also provides a link to the EBSCO support site: <http://support.epnet.com/>

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 a question mark to replace either 0 or 1 character, e.g. labo?r will find labor or labour
- * Use an asterisk at the end of a word to expand the word stem by an unlimited number of characters, e.g. therap* will find therapy or therapeutic or therapist, etc.

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 (smoking and pregnancy)
- OR** Either term will appear in the record (teenag* or adolescent*)
- W** Both terms within a specified number of words (W) of each other (physician W5 relationship)
- NOT** The second term will be excluded (media not advert)
Use NOT with care as this may also eliminate potentially useful results

4. Keyword searching in Advanced EBSCO Search

1. Searches are conducted from the Keyword Search Page. To return to this screen from any other part of the database, click **Keyword**.
2. By default the database opens at the **Advanced Search** screen (as illustrated below).
3. If there is a tick in the checkbox next to **Suggest Subject Terms**, click on the checkbox to remove the tick. This will enable you to carry out a keyword search.

4. Enter a word or phrase into the search box/es (use truncation if appropriate). You can add further search boxes by clicking on **Add row**

5. Click on **Search**.
6. Your first 10 search results will appear in the pane below. You can view the details of your previous searches by clicking on **Search History/Alerts**.

5. Searching using Subject Headings in Advanced EBSCO Search



Some EBSCO databases incorporate Subject Headings. These standardised vocabulary terms are allocated by the database producers to describe the subject of a publication. You can often improve your search results if you use Subject Headings.

1. A feature of some of the EBSCO databases is the ability to map your terms to the database Subject Headings.
2. Ensure that there is a tick in the checkbox next to **Suggest Subject Terms**. Click in the box if it is empty.
3. Enter a word or phrase into the **Keyword** search box.
4. Click on **Search**.
5. The **Mapping Display** screen (illustrated below) is displayed. This lists possible Subject Headings for you to choose from.

The screenshot shows the 'CINAH Headings' interface. At the top, there is a search box containing 'migraine' and a 'Browse' button. Below the search box are three radio buttons: 'Term Begins With', 'Term Contains', and 'Relevancy Ranked' (which is selected). Underneath, there are links for 'Page: Previous | Next'. The main section is titled 'Browsed for: migraine' and includes a note '(Click term to view tree and subheading details.)'. To the right of this section are two buttons: 'Explode' and 'Major Concept'. The list of subject headings includes:

- Migraine [Scope]
- Tension Headache [Scope]
- Headache, Tension Use: [Tension Headache](#)
- Headache, Tension-Type Use: [Tension Headache](#)
- Headache, Tension-Vascular Use: [Tension Headache](#)
- Headaches, Tension Use: [Tension Headache](#)
- Headaches, Tension-Type Use: [Tension Headache](#)
- Headaches, Tension-Vascular Use: [Tension Headache](#)
- Tension Headaches Use: [Tension Headache](#)
- migraine (Search as Keyword)

 At the bottom, there are links for 'Page: Previous | Next' and 'Top of Page'.

6. **Select** any Subject Headings that you wish to use by clicking in the checkbox to the left of each entry. If none of the Subject Headings meet your requirements, you can choose to carry out a **Keyword** search for the word(s) you typed in.
7. Choose **Explode** if you wish to search using the selected Subject Heading and any related terms which are more specific.
8. Choose **Major Concept** if you wish to limit your search to those documents in which your Subject Heading is considered to be the major focus of the article.
9. Click on **Search Database** to conduct the search.

You can obtain more information about any Subject Heading by clicking on it. This will display the appropriate section of the **Subject Tree** or **Thesaurus** for the database you are using (i.e. the list of Subject Headings and their relationship to each other).

6. Author searching in Advanced EBSCO Search

This example uses **Advanced EBSCO Search** to find items by a named author.

1. Select **Author AU** from the drop-down menu to the right of the Search box.
2. In the Search box, enter the author's name in the format **surname first initial** (e.g. to search for Andrew Monk, enter monk a). Click on **Search**.
3. The list of results appears in the pane below.

7. Limiting your search

You can apply limits to your search, such as limiting by **date of publication** or **language**. Select your limits before you click the Search button.

The limits that are more commonly used can be seen listed underneath **Limit Your Search** (below the search box).

8. Other search options

There are other search options available in EBSCO. In whichever search option you choose to use, your search will be added to your Search History. This means that you can use more than one search option if necessary.

Cited References

This is very useful if you are searching for specific Journal articles. It allows you to limit by standard citation information such as author; article title; journal title and year.

Subject Terms

This provides extended options for searching using the Subject Heading Thesaurus.

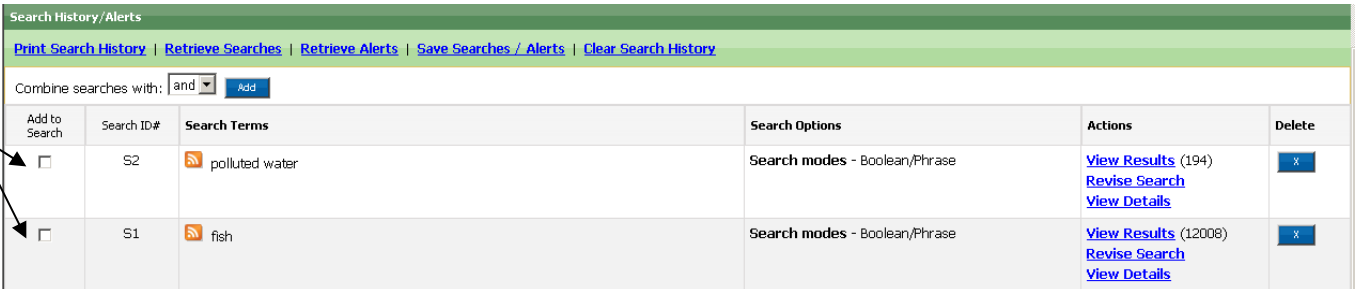
Search Modes

This can be used to expand your search, for example, by searching within the full text of an article.



9. Combining previous searches

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

1. Click on **Search History/Alerts** to display a table of your previous searches.
2. Click in the checkboxes by the searches that you wish to combine.



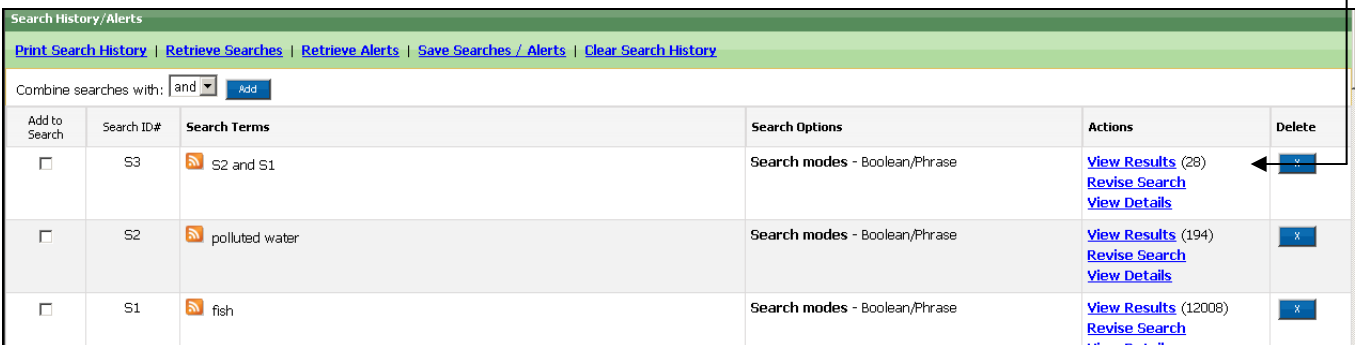
The screenshot shows the 'Search History/Alerts' interface. At the top, there are navigation links: [Print Search History](#), [Retrieve Searches](#), [Retrieve Alerts](#), [Save Searches / Alerts](#), and [Clear Search History](#). Below these links, there is a section for combining searches with a dropdown menu set to 'and' and an 'Add' button. The main table lists two searches:

Add to Search	Search ID#	Search Terms	Search Options	Actions	Delete
<input type="checkbox"/>	S2	 polluted water	Search modes - Boolean/Phrase	View Results (194) Revise Search View Details	<input type="button" value="x"/>
<input type="checkbox"/>	S1	 fish	Search modes - Boolean/Phrase	View Results (12008) Revise Search View Details	<input type="button" value="x"/>




3. Click on either **AND** or **OR** from the drop down menu, to choose how your searches are combined.
4. Click the **Add** button and then press **Search**.

10. Your search results

To display your search results, click on the appropriate **Display** button in your **Search History**.




The screenshot shows the 'Search History/Alerts' interface after a combined search. The 'Combine searches with:' dropdown is still set to 'and'. The table now includes a new search, S3, which is a combination of S1 and S2:

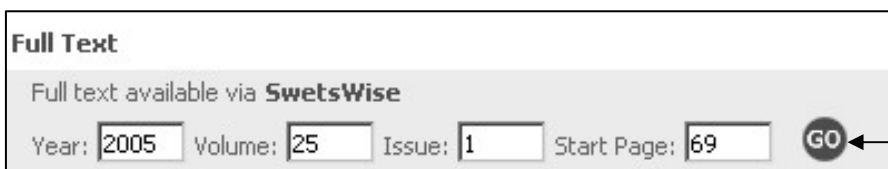
Add to Search	Search ID#	Search Terms	Search Options	Actions	Delete
<input type="checkbox"/>	S3	 S2 and S1	Search modes - Boolean/Phrase	View Results (28) Revise Search View Details	<input type="button" value="x"/>
<input type="checkbox"/>	S2	 polluted water	Search modes - Boolean/Phrase	View Results (194) Revise Search View Details	<input type="button" value="x"/>
<input type="checkbox"/>	S1	 fish	Search modes - Boolean/Phrase	View Results (12008) Revise Search View Details	<input type="button" value="x"/>


A results list is then displayed.

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:

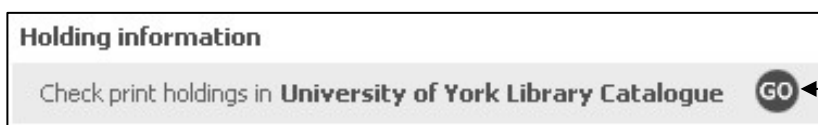
1. If you see a link to an e-journal website (as shown below), click on **Go** to view the article.





Full Text
Full text available via **SwetsWise**
Year: Volume: Issue: Start Page: 

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 Library Catalogue to check whether the Library has the item in print.



Holding information
Check print holdings in **University of York Library Catalogue** 

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://libcat.york.ac.uk>) in a separate window to check whether items are available at University of York libraries.







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/services/interlending.htm>

12. Printing, emailing and saving results

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

1. Click on the **Add to folder** button displayed below each title to mark your selection.
2. The folder where your saved titles are stored is in the top right hand corner of the screen. Click on the icon to open it.
3. Choose the appropriate **action**:

- To print your results, click on 
- To email your results, click on  and enter the email address to be used.
- To save your results, click  In the **File Download** dialogue box, click the **Save** button. You will then need to give a filename and identify a drive to save to.
- To export your results into the bibliographic software EndNote click on  then follow the instructions for saving your results. On the next screen you will be asked to **select a reference library**: Select an EndNote library file and select **open**. Your results will then be transferred to EndNote.

Note: you will need to have set up an EndNote library in order to export results from an EBSCO database.



Using bibliographic software such as EndNote may save you time when compiling bibliographies for your work. EndNote XI 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 EBSCO Host Personal Account

To save your search strategy or to set up an alert, you will need to have an EBSCO Host Personal Account:

1. On the main search page, click on **Sign in to my EBSCOhost**.
2. Click on **I'm a new user** link, and enter your personal details:
3. Enter a **Personal Account Name** of your choice.
4. Enter a **Password** of your choice and confirm this in the next box.
5. Enter your email address and click on **Save**.

Saving and re-running your search strategy

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

1. Click on **Save Searches/Alerts** (within the Search History tab).
2. Enter your Personal account name and password if required (see above).
3. Enter an appropriate Search Name and any comment.
4. Choose whether to save the search as Permanent or Temporary (24 hours).
5. Click on **Save**.

To view and re-run your saved searches:

1. Click on **Saved searches/Alerts** (within the Search History tab).
2. Enter your Personal account name and password if required (see above).
3. Select the search to re-run by clicking in the checkbox next to the search name.
4. Click on **Run**.

Setting up an alert

An alert is an automated means of obtaining regular updates on a particular subject as new publications are added to a database. By setting up the alert, you will receive email updates as frequently as you choose. Most EBSCO databases enable you to set up alerts.

1. Conduct your search.
2. Click on **Search History/Alerts**.
3. Click on **Save Searches / Alerts**
4. You will be asked to enter your EBSCO Host account details.
5. Select the details of the alert/s that you wish to receive.
6. Click on **Save**.

Viewing and editing saved searches and alerts

1. Click on **Saved Searches/Alerts**.
2. Enter your Personal account name and password if required (see above).
3. Your saved searches and alerts will be displayed.
4. Follow the onscreen instructions to edit your saved searches and alerts.

14. Change or exit the database

To change to a different EBSCO database:

1. Click on **Keyword** to go back to the main search page.
2. Click on **Choose Databases**.
3. Click in the checkbox/es next to the name/s of the databases that you wish to search and click on **OK**.

To exit EBSCO at any time, click on **Sign Out** (in the top right corner of the screen).