



A guide to using OvidSP databases

- AMED: Allied and Complementary Medicine
- British Nursing Index
- EconLit
- EMBASE
- FIAF International Film Archive
- Health Management Information Consortium (HMIC)
- Inspec
- Maternity & Infant Care
- MEDLINE (including OLDMEDLINE and PREMEDLINE)
- PsycINFO
- Social Policy & Practice
- Wilson Humanities Index

[November 2010]

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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 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/workbooksyrk/>

Contact your Academic Liaison Librarian if you need further assistance:

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

You can also ask for help at Help & Information 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

AMED: Allied and Complementary Medicine	Indexes a selection of journals in complementary medicine, palliative care, and several professions allied to medicine.
British Nursing Index	Indexes English language nursing and midwifery journals published primarily in the UK.
EconLit	Worldwide coverage of economic literature, compiled by the American Economic Association.
EMBASE	A major biomedical and pharmaceutical database, indexing over 3,500 international journals.
FIAF International Film Archive	Information about collections of paper archives, scripts, press materials, stills, posters, and all other film documentation held in more than 145 of the world's foremost film archives, libraries, and educational institutions in fifty-four countries.
Health Management Information Consortium (HMIC)	A compilation of data from two sources, the Department of Health's Library and Information Services and King's Fund Information and Library Service. Indexes journal articles, books and government reports.
INSPEC	Coverage includes literature on physics, electronics, electrical engineering, computer science, and information technology.
Maternity & Infant Care	Coverage of literature relating to the midwifery profession, pregnancy, labour, birth, postnatal care, neonatal care, and the first year of an infant's life.
MEDLINE (including OLDMEDLINE and PREMEDLINE)	The US National Library of Medicine's database, providing information on medicine, nursing, dentistry, veterinary medicine and allied health. A primary resource for the clinical sciences. OLDMEDLINE is a subset which incorporates records originally published in printed indexes 1948-1965, using different subject headings to MEDLINE. PREMEDLINE provides access to new records which have not yet been fully indexed.
PsycINFO	The American Psychological Association's bibliographic database covering literature in the field of psychology and related disciplines. Journal coverage is from the early 1800s until the present. Book coverage from 1987.
Social Policy & Practice	Coverage includes public and social policy, public health, social care, community development, mental & community health, homelessness, housing, crime, law & order, equalities, children and families, and older people.
Wilson Humanities Index	Periodical coverage includes some of the best-known English-language scholarly journals and numerous lesser-known but important specialized magazines.

1. How to access an OvidSP database

OvidSP bibliographic 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. Click on the title of the database of your choice, to access the host service website.
4. A login screen will open in a new window. Enter your University of York **IT Services 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. From the list of databases hosted by OvidSP, click the title that you wish to search. Some databases have more than one entry in the list as different date ranges are available.



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 OvidSP 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. OvidSP online help

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

Click on  next to a database title in the **Select Resource(s) to search** list to display database-specific help.

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
- \$ or *** Use a dollar or 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**)
- ADJn** Both terms within a specified number of words (n) of each other (*physician adj5 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 Search

1. Searches are conducted from the Search page. To return to this screen from any other part of the database, click **Search** from the options at the top of the screen.
2. By default the database opens at the **Advanced Search** tab (as shown below).

Search History (0 searches) (Click to expand) View Saved

Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search

Selected Resources

Ovid Resources: Ovid MEDLINE(R) 1996 to July Week 4 2010

Keyword Author Title Journal

Search

Limits (Click to expand) Map Term to Subject Heading

Tick or untick the **Map Term to Subject Heading** to select Subject Heading or Keyword searches

3. Enter a word or phrase into the **Keyword** search box (use truncation if appropriate).
4. Click on **Search**.
5. Your **Results** will display below the Search interface (see Section 10 of this guide for further information).

5. Searching using Subject Headings in Advanced Ovid Search

Many OvidSP databases incorporate **Subject Headings** into each record. These standardized vocabulary terms are assigned by the database creators to describe the subject matter of a document using consistent terminology. Search using Subject Headings to find all the relevant records in a database.

1. Return to the Advanced Search interface, and click to tick the checkbox next to **Map Term to Subject Heading**.
2. Enter a word or phrase into the **Keyword** search box.
3. Click on **Search**.
4. The **Mapping Display** screen (illustrated below) is displayed. This lists possible Subject Headings for you to choose from.

Select	Subject Heading	Explode	Focus	Scope
<input type="checkbox"/>	Cortical Spreading Depression	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Depression, Chemical	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Depression, Postpartum	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Long-Term Synaptic Depression	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	depression.mp. search as Keyword			

6. **Select** any Subject Headings 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 **Focus** 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. Combine your selections using **AND** or **OR** from the drop-down menu.
10. Click on **Continue** to conduct the search.

You may click on any Subject Heading in the Mapping Display to obtain more information. You will reach 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).

Some databases allow you to choose **Sub-headings** to describe a specific aspect of your topic (e.g. diagnosis).

6. Author searching in Advanced Ovid Search

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

1. Select **Author** above 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 **Authors Index Display** lists the names that most closely match what you have typed. Select from this list by clicking in the checkboxes next to the nearest match names (e.g. monk Andrew.au and monk Andrew f.au)

SEARCH FOR SELECTED TERMS >>		Enter a new start term: <input type="text"/>	GO
<div style="display: flex; justify-content: space-between; align-items: center;"> 0 1 2 3 4 5 6 7 8 9 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 PH </div>			
		← BACK IN INDEX	FORWARD IN INDEX →
<input checked="" type="checkbox"/> monk a.au. Postings: 10	<input type="checkbox"/> monk d.au. Postings: 34	<input type="checkbox"/> monk jr.au. Postings: 1	
<input type="checkbox"/> monk ab.au. Postings: 7	<input type="checkbox"/> monk dh.au. Postings: 2	<input type="checkbox"/> monk js.au. Postings: 3	

4. Note: in some of the OvidSP databases (e.g. MEDLINE) the Authors Index Display lists only the surname and the initial of the author, not the first name.
5. Click on **Search for Selected Terms**. You will be returned to the Search page, and your search results will appear beneath the Search interface.

Note: You can also search for a known author using the **Find Citation** or **Search Fields** options (see Section 9 of this guide).



To search for articles from a known journal, use the **Journal** search option from the **Advanced Search** interface.

7. Limiting your search

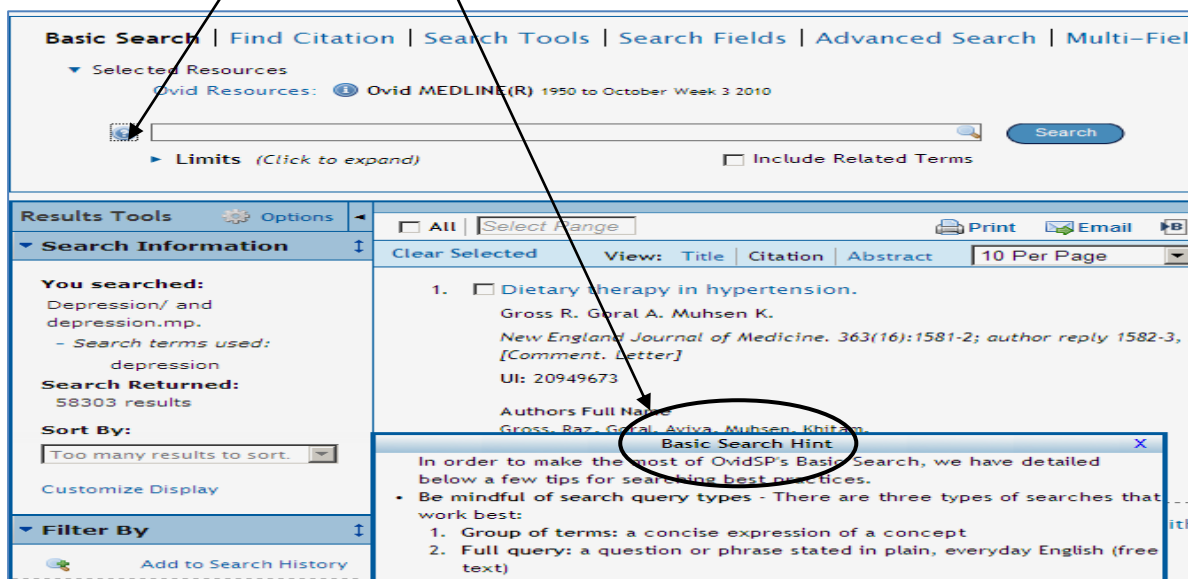
You can apply limits to your search, such as **date of publication** or **language**. Select your limits before you click the Search button.

Click on **Limits** (below the search box) to select from the limits most commonly used. Click on **Additional Limits** for a wider range of limits (not all limits are available in every OvidSP database).

8. Other search options

Basic Search

This is a 'natural language' search. OvidSP interprets the search terms used and then selects the most relevant results by applying automatic processes to the records found. Results are displayed in order of relevance. Select the question mark icon to the left of the search field for **Basic Search Hint** which will appear in a pop-up box – scroll down the page to find the hint.



The screenshot displays the OvidSP Basic Search interface. At the top, there are navigation links: Basic Search | Find Citation | Search Tools | Search Fields | Advanced Search | Multi-Field Search. Below this, the 'Selected Resources' section shows 'Ovid MEDLINE(R) 1950 to October Week 3 2010'. A search box contains the text 'Depression/ and depression.mp.' and a 'Search' button. Below the search box is a 'Limits (Click to expand)' link and an 'Include Related Terms' checkbox. The 'Results Tools' section includes 'Options', 'Clear Selected', 'View: Title Citation Abstract', and '10 Per Page'. The 'Search Information' section shows 'You searched: Depression/ and depression.mp.', 'Search terms used: depression', 'Search Returned: 58303 results', and 'Sort By: Too many results to sort.'. The 'Filter By' section has an 'Add to Search History' button. The main results area shows a list of results, with the first result being 'Dietary therapy in hypertension.' by Gross R. and Goral A. Muhsen K. A 'Basic Search Hint' pop-up box is overlaid on the results, containing the text: 'In order to make the most of OvidSP's Basic Search, we have detailed below a few tips for searching best practices. • Be mindful of search query types - There are three types of searches that work best: 1. Group of terms: a concise expression of a concept 2. Full query: a question or phrase stated in plain, everyday English (free text) 3. Covered parts: a title or a portion of one or both of the above examples.'

Find Citation

Use this option to find a known article or other publication. The search form enables you to enter standard citation information such as author, article title, journal name and year.

Search Tools

Extended options for exploring the Subject Headings within a specific database (see Section 5 of this guide).

Search Fields

Enables you to browse the index within each field of the database, e.g. article titles, journal names etc.

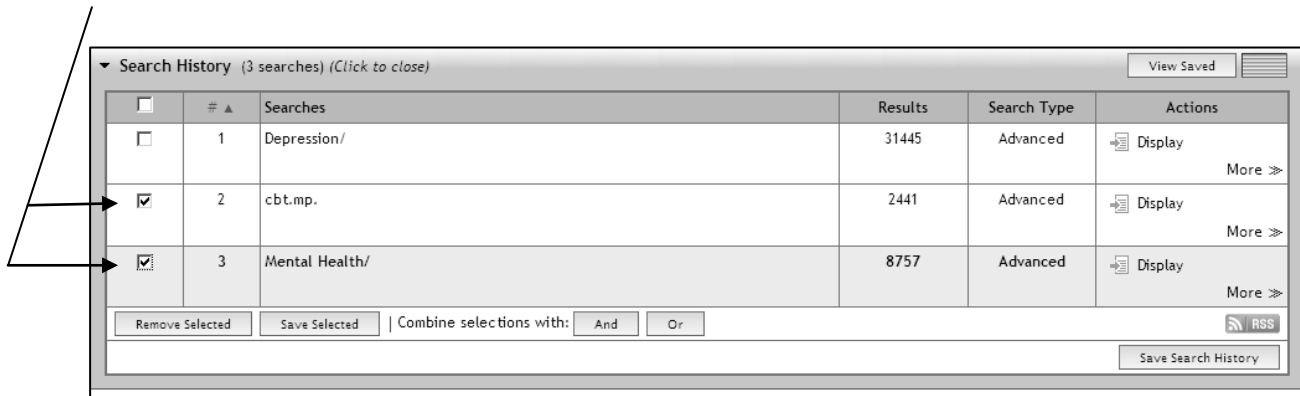
Multi-field Search

Enables you to carry out a single search for terms from different fields within the data, such as keyword and author combined.

9. Combining previous searches

Every search you carry out is recorded in your **Search History**. You can combine two or more searches with **AND** (to find articles appearing in both sets of results) or **OR** (to merge results into a single list).

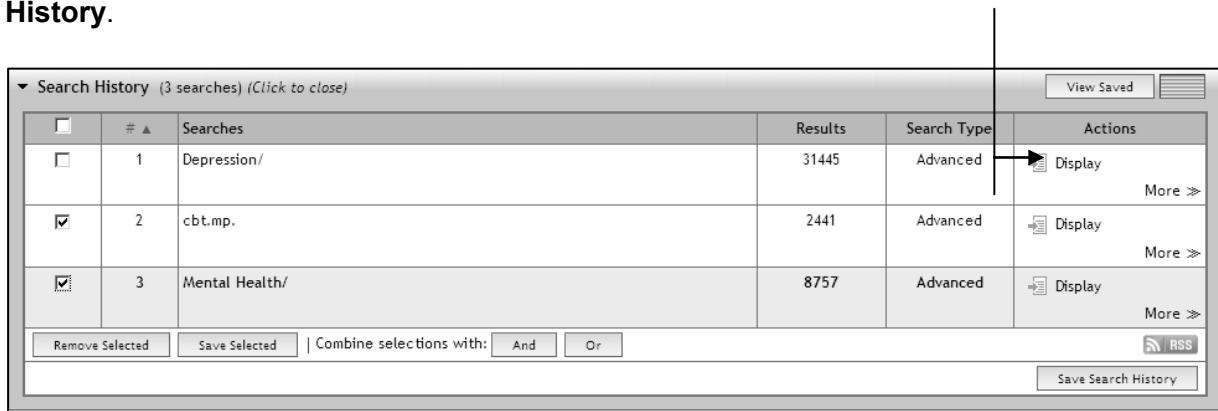
1. Click on **Search History** to display a table of your previous searches.
2. Click in the checkboxes by the searches you wish to combine.



3. Click on either **AND** or **OR** to choose how your searches are combined.

10. Your search results


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



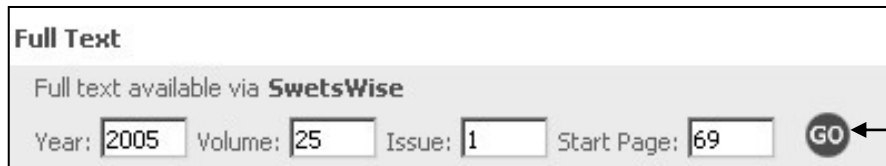
A results list is then displayed:

1. Click on **Abstract Reference** (if available) to view a summary of any publication.
2. Click on **Complete Reference** to view all of the available information for the item.

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.

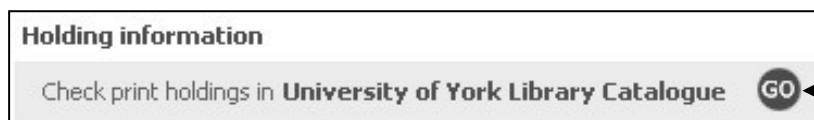


The screenshot shows a window titled "Full Text". Below the title, it says "Full text available via SwetsWise". There are four input fields: "Year:" with "2005", "Volume:" with "25", "Issue:" with "1", and "Start Page:" with "69". To the right of these fields is a circular "GO" button. A line from the text above points to this button.


Note: the normal access restrictions on viewing electronic journals will apply. For further information, see the **How to connect** section of Library's website:

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

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.



The screenshot shows a window titled "Holding information". Below the title, it says "Check print holdings in University of York Library Catalogue". To the right of this text is a circular "GO" button. A line from the text above points to this button.

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://yorsearch.york.ac.uk/ABLYork/>) 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 OvidSP.



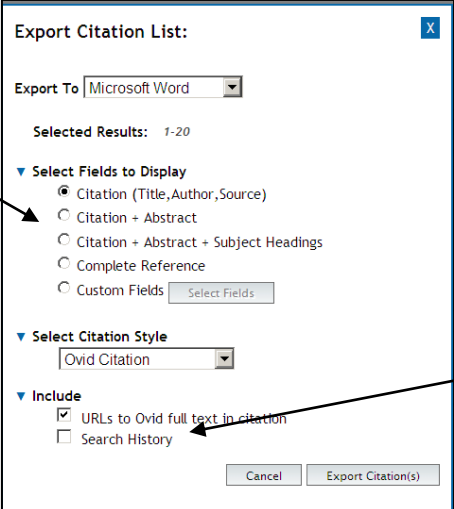
You can use the Library's Interlending and Document Supply service to obtain copies of items unavailable at York. Consult the Library's website for more details:

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

12. Printing, emailing and exporting results

You can print, email or use the export option to save your results to a file or export them directly into EndNote. You can also save results into My Projects (see Section 14 of this guide).

1. If you wish to select individual records, click in the checkbox to the left of each title.
2. Once you have selected the results you wish to print/email/export and clicked on your chosen option, a screen similar to the following will be displayed:



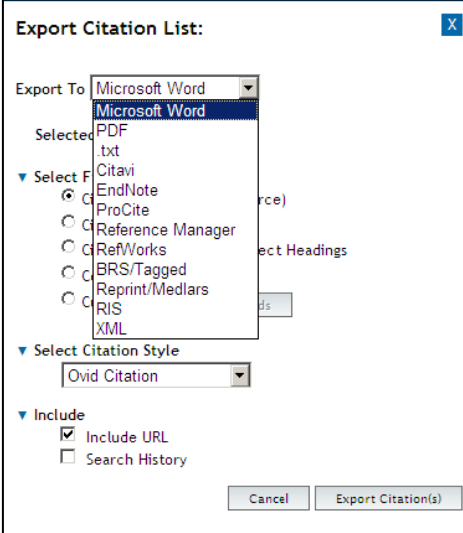
The screenshot shows the 'Export Citation List' dialog box. It has a title bar with a close button (X). Below the title bar, there is a dropdown menu for 'Export To' set to 'Microsoft Word'. Underneath, it says 'Selected Results: 1-20'. There are four sections with expandable arrows:

- Select Fields to Display:** Includes radio buttons for 'Citation (Title, Author, Source)', 'Citation + Abstract', 'Citation + Abstract + Subject Headings', 'Complete Reference', and 'Custom Fields' (with a 'Select Fields' button).
- Select Citation Style:** A dropdown menu set to 'Ovid Citation'.
- Include:** Includes checkboxes for 'URLs to Ovid full text in citation' (checked) and 'Search History' (unchecked).

At the bottom are 'Cancel' and 'Export Citation(s)' buttons. Two callout boxes are present:

- A box on the left says: 'You can specify which parts of each result (ie. **Fields**) you wish to print/save/email'. An arrow points from this box to the 'Select Fields to Display' section.
- A box on the right says: 'Check the box if you want to include a record of your **search history**. This is usually good practice'. An arrow points from this box to the 'Search History' checkbox.

3. Select where you wish you export your results from the dropdown menu:



This screenshot shows the same 'Export Citation List' dialog box, but with the 'Export To' dropdown menu open. The menu lists several options: 'Microsoft Word' (highlighted), 'PDF', '.txt', 'Citavi', 'EndNote', 'ProCite', 'Reference Manager', 'RefWorks', 'BRS/Tagged', 'Reprint/Medlars', 'RIS', and 'XML'. The rest of the dialog box is the same as in the previous screenshot.

4. Note: it is necessary to set up an EndNote library in advance, in order to export results from an OvidSP database.



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 or laptop through the IT Services. See the IT Services website for further information:

<http://www.york.ac.uk/it-services/it/software/>
<http://www.york.ac.uk/it-services/training/materials/>

13. Creating a personal account in OvidSP

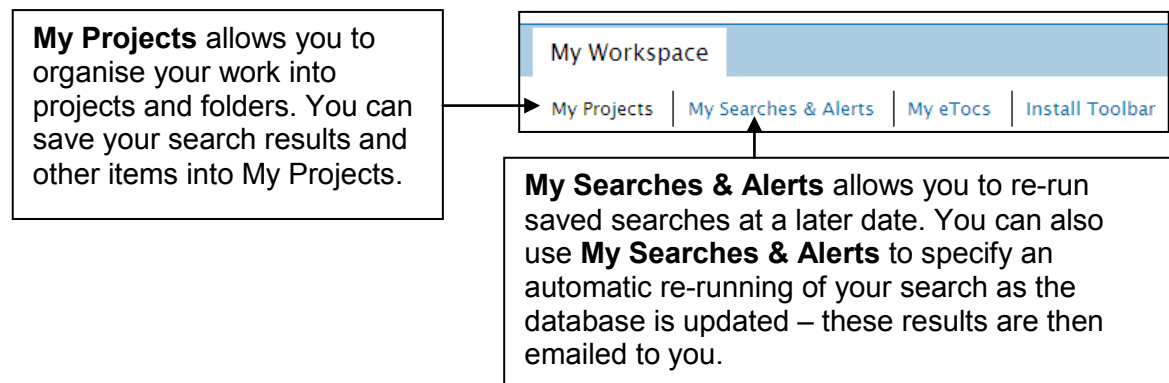
Creating a Personal Account in OvidSP allows you to Save Searches and Search Alerts, group items of interest using the My Projects function, and Annotate items.

To create a Personal Account, click on **My Account** (at the top right of the window). Click on the **Create a New Personal Account** link, enter your details into the online form and click on **Create**. You will now be logged into your personal account allowing you to access the additional functions available in OvidSP.

Click on the **Search** tab to return to the main Search page.


14. My Workspace

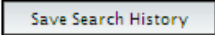
Once you have created a Personal Account in OvidSP you will be able to access the functions in the My Workspace tab. The My Workspace tab allows you to manage the information you have saved in your Personal Account. Under My Workspace, you can see links to My Projects and My Searches and Alerts.



Click on the **Search** tab to return to the main Search page. Practice using one of the following:

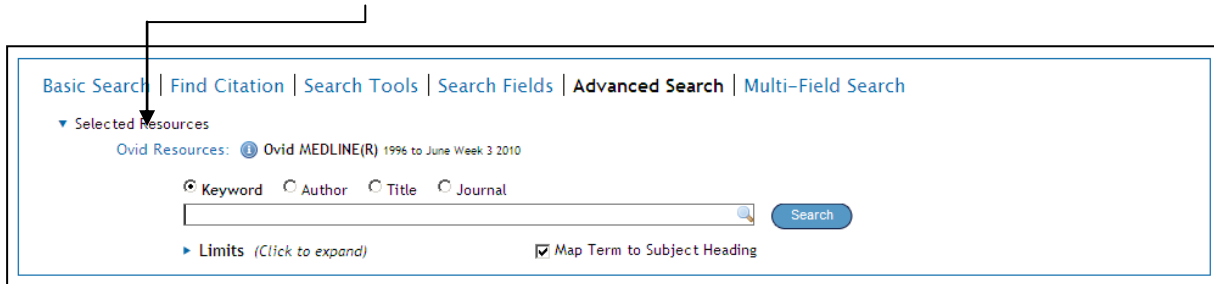
To add individual results into **My Projects**, display the search results from one of your previous searches, click on **My Projects** option within the results list. You can also add

multiple results at a time by selecting results, and clicking on the  **+ My Projects** option, in the menu at the top of the search results screen.

To save your Search History click on . This will save your search into the My Searches & Alerts section of My Workspace so that you can re-run the search at another time.

15. Change or exit the database

It is possible to change which database you are searching via OvidSP. On the Search screen, click on **Ovid Resources**.



The screenshot shows the OvidSP search interface. At the top, there are navigation links: Basic Search | Find Citation | Search Tools | Search Fields | **Advanced Search** | Multi-Field Search. Below this, a dropdown menu titled 'Selected Resources' is open, showing 'Ovid Resources: Ovid MEDLINE(R) 1996 to June Week 3 2010'. Underneath, there are search options: Keyword (selected), Author, Title, and Journal. A search input field and a 'Search' button are visible. At the bottom, there are links for 'Limits (Click to expand)' and a checked checkbox for 'Map Term to Subject Heading'.



Be aware that Subject Headings are specific to each database. Re-executing a search which used subject headings on a new database will not necessarily retrieve all relevant results.

To exit OvidSP at any time, click **Logoff** (top right corner) from the Search page.