Getting Started on EBSCO*host*



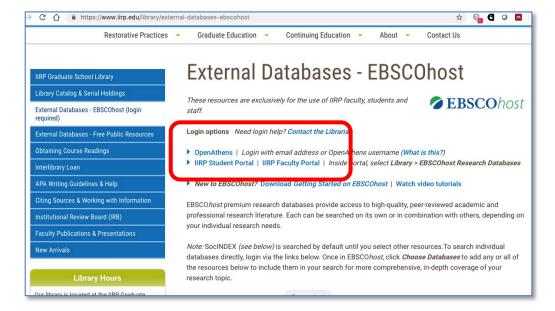


This guide gives you simple steps to get started with searching academic research literature online on **EBSCOhost**. The IIRP Library subscribes to several *databases* – digital collections of references to academic journal articles, reports, conference literature, government documents, book chapters, theses and dissertations, trade journals, magazines and, in many cases, full articles – that cover a wide array of social sciences related to restorative practices.

- Criminal Justice Abstracts with Full Text Over 500,000 records from 600 journals (320 full-text) on criminology, criminal justice, corrections/prisons, substance abuse/addition, and probation/parole.
- Education Full-Text (H.W. Wilson) Over 1,120 journals indexed (350 in full-text) in all areas of education; extensive coverage of educational tests.
- **ERIC** U.S. Department of Education database of over 1.6 million journal articles and papers on education topics.
- Family & Society Studies Worldwide In-depth coverage of social work and family-practice related material; emphasis on book content, conference literature, government reports, statistical documents, working papers, etc.
- **OpenDissertations** Contemporary and historical theses and dissertations from graduate schools and universities worldwide. Includes links to full-text works, where available, from degree-granting schools or institutional repositories.
- Psychological & Behavioral Sciences Collection Full-text coverage of 400 journals in the fields of psychiatry and psychology, emotions and behavior, mental processes, anthropology, and observational and experimental methods.
- **SocINDEX** Over 2 million articles, abstracts, books and conference papers in sociology, criminal justice, demography, psychology, social work, substance abuse, violence and other areas. Extensive general-purpose social sciences database. (*Default database*.)
- Teacher Reference Center (TRC) Indexing, abstracts and selected full text for almost 300 magazines and peer-reviewed journals in early childhood learning through higher education. Covers assessment, best practices, pedagogy, curriculum development, school administration, teacher education, and more.
- **Violence & Abuse Abstracts** Over 35,000 references providing specialized coverage of key topics including family violence, sexual assault, emotional abuse and related areas.

Step 1: Log in (Option 1 – OpenAthens)

There are two options for accessing EBSCO*host*. You can log in via either your **OpenAthens account** or IIRP **Student Portal** or **Faculty Portal**.



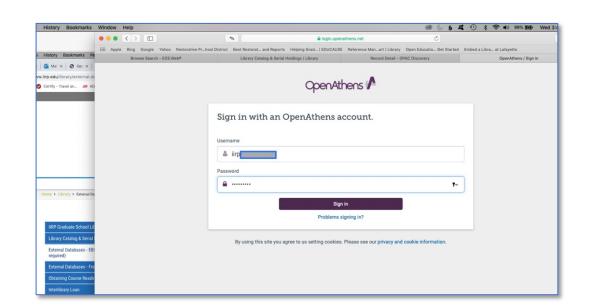
Visit

www.iirp.edu/library /external-databasesebscohost to see your access options.

To login with OpenAthens, select its link.

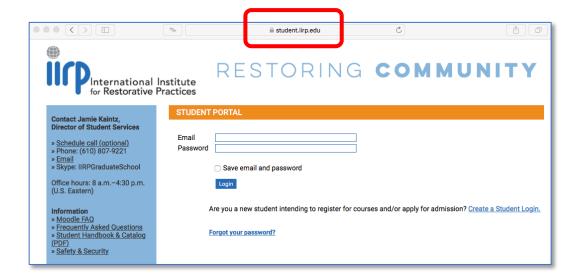
You will be redirected to the OpenAthens login page.

Sign in with your OpenAthens ID or email address and OpenAthens password.



If you have questions about OpenAthens, or need help with creating or using your account, <u>contact the Librarian</u>.

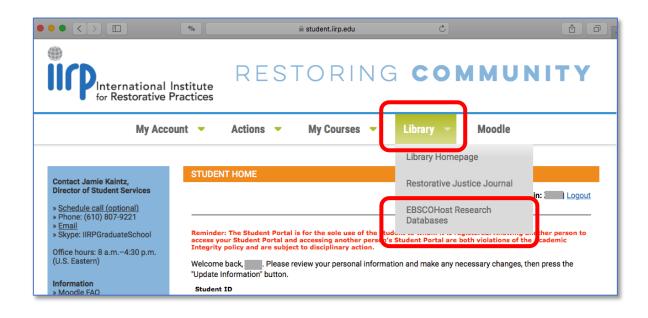
(Option 2 – Student/Faculty Portal)



If you choose the Student Portal or Faculty Portal link, you will be taken to your portal login page. Enter your email address and portal password.

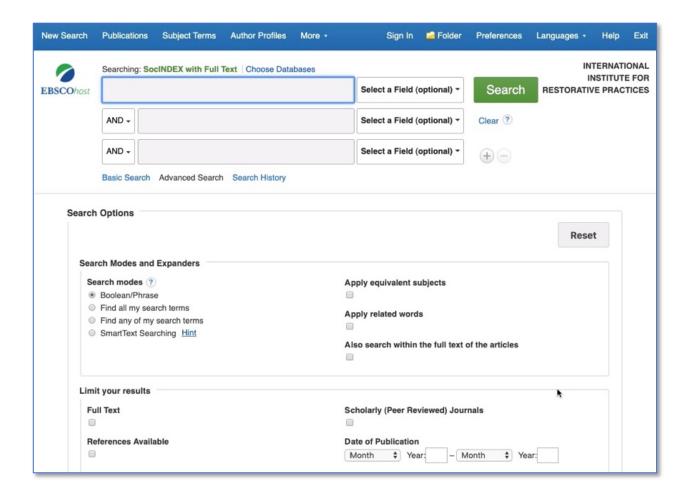
(Note: This is <u>not</u> your Moodle account!)

When you have reached your Portal page, select *Library* from the menu at the top of the page, then *EBSCOhost Research Databases* from the drop-down menu:



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After logging in successfully with either OpenAthens or your Portal, you will be taken to the EBSCO*host* Advanced Search page.



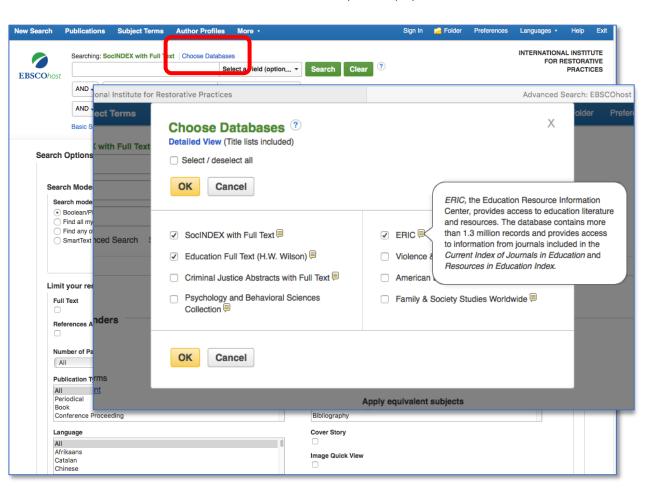
Step 2: Select database(s) to search

The EBSCOhost Search page lands at <u>SocINDEX with Full Text</u> as the default database; it is the only one that is searched unless you select others. If your research topic is in an area that a different database indexes more comprehensively, click *Choose Databases* to display a pop-up menu of available choices.

You can include as many databases as you wish, depending on your research needs; EBSCOhost will search them simultaneously and automatically eliminate any duplicate papers that may occur.

Advanced Search is the default search page.

This gives you the a wide variety of searching and filtering options.



All databases to which the IIRP library currently subscribes appear. Select the one(s) that you wish to search. You can search them individually or in any combination you wish.

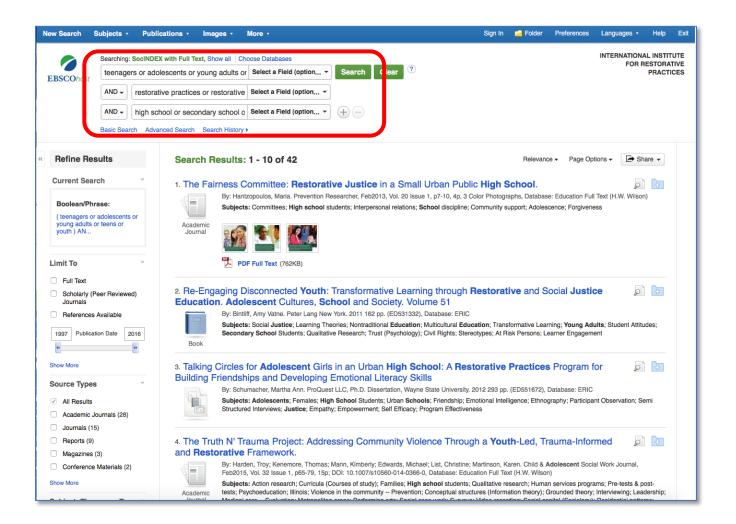
Hover your cursor over the *yellow Info icon* next to a database's name to see a summary of its scope and coverage. This can help you decide whether or not it is appropriate for your search.

HINT: Don't be afraid to choose more than one database that covers the same discipline! (In this illustration, Education Full Text and ERIC both cover research on education-related topics). Multiple resources complement each other and can help you retrieve material that you might miss from searching one database alone.

Step 3: Start searching

Use the search form to enter the main components of your search topic, combined with the Boolean search operators AND, OR or NOT (What are these?), then click the green Search button.

Example: Find articles and other documents on restorative approaches with teenagers in high schools.



Use "building blocks" to express the key concepts of your topic; include synonyms to capture all the ways various authors might express these ideas:

(teenagers *OR* adolescents *OR* young adults *OR* teens *OR* youth)

AND

(restorative practices *OR* restorative justice)

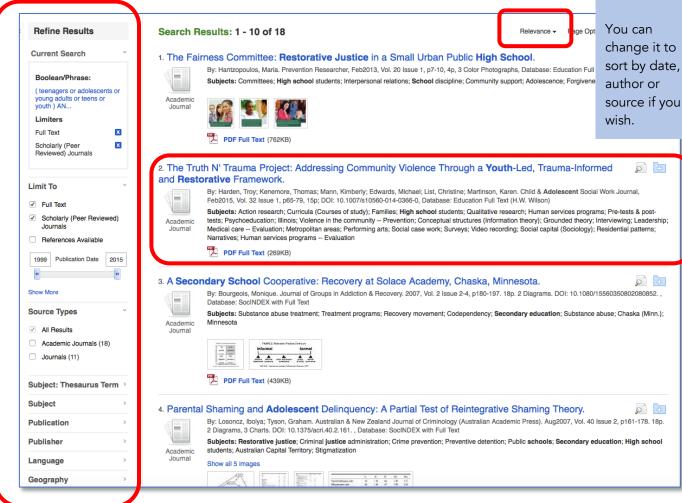
AND

(high school *OR* secondary school *OR* secondary education)

Focus and refine your search results for better accuracy and relevance by using *limits* to recent publication years, specific journal and document types, full-text availability languages, etc. To view a full reference, click on its title.

Relevance is the default article sort order.

You can change it to sort by date, author or source if you



Commonly-used filters

Full Text Full article is available to read online – PDF or HTML (not available for every

document)

Scholarly Academically-oriented and professional-level research journals; excludes

(Peer Reviewed) trade publications, newsletters, popular magazines and other non-journal sources

Journals (books, dissertations, government reports, etc.)

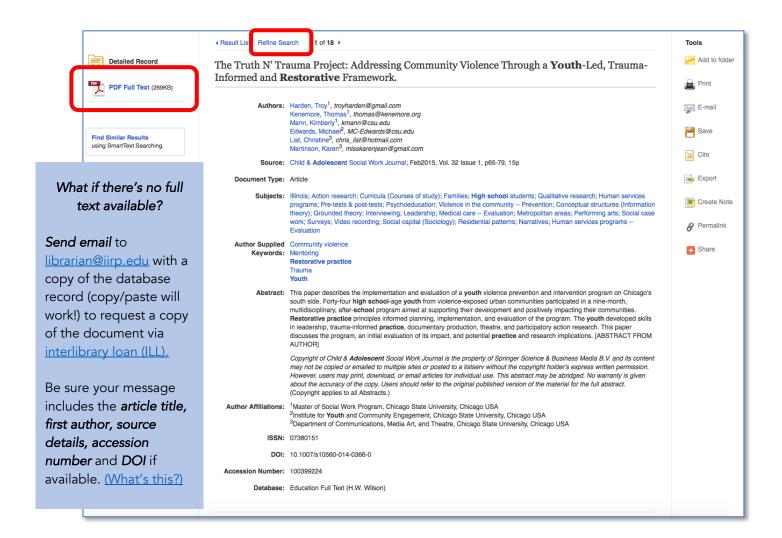
Publication Use the slider bar to limit to material published within a specific time period

Date (last 5 years, 10 years, or whatever interval you need).

HINT Filters can vary among databases. These are a few of the most commonly-available ones.

rev. 072519

Step 4: Examine your search results & obtain articles



The database record provides detailed information about the work, including:

Bibliographic Document title, Author(s), Source (Journal or other publication title, publication date, volume/issue/pages.)

Subjects / Subject headings that describe the document's content; click on any to retrieve more papers indexed with those terms.

Abstract Brief summary of the article. This helps you determine if it is relevant to your interests and needs.

Additional Includes Author Affiliation(s), ISSN (International Standard Serial Number), DOI (Digital Object Information Identifier) and Accession Number (unique EBSCOhost ID for database record)

If you feel like you need to keep searching, click the **Refine Search** link to return to the **Search** page.



Documents that are available for <u>immediate download</u> have a PDF Full Text or HTML icon. Click the link to read the full article.

rev. 072519

You can read the article online (look on the left-hand side for navigation functions), or click **Download PDF** to save the document to your computer or device to read offline.



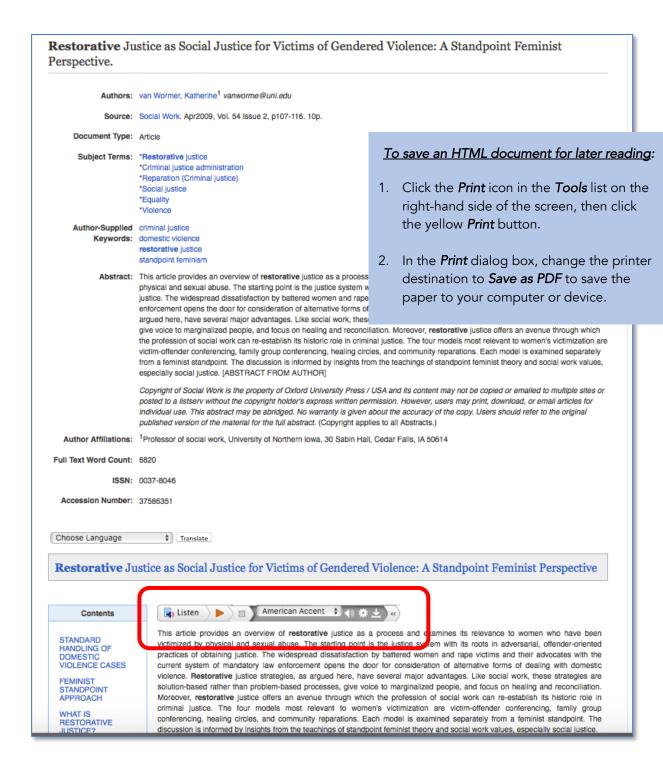
Notes on full-text articles

- Some PDF documents feature internal hypertext linking for easy navigation to various sections of the paper and to the References list.
- Full-text links may be unavailable for recently-published papers from some scholarly journals due to *content embargoes* imposed by their publishers. (What is this?) To obtain a copy of the paper, send a request to librarian@iirp.edu.
- Documents that you download from EBSCOhost are for your personal use and may not be redistributed without permission from the publisher or copyright owner. Content provided by EBSCOhost is subject to copyright law.



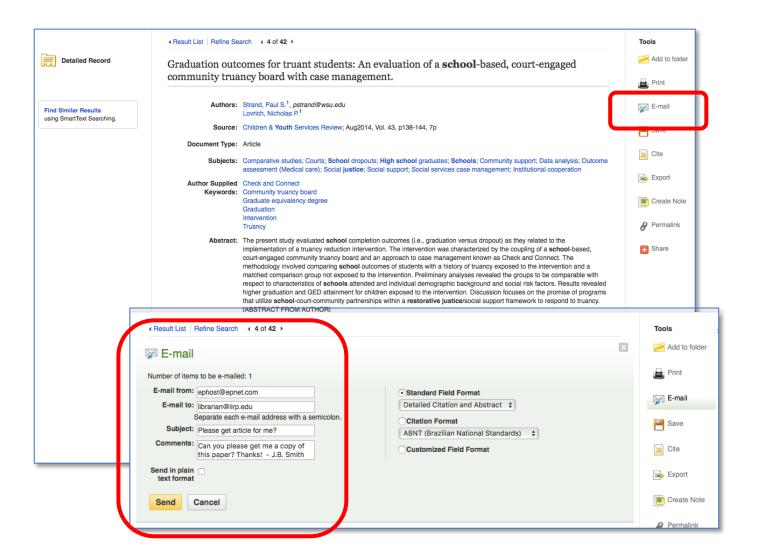
Full articles that are available as HTML format are included within the database record.

Many have *MP3* audio versions available. Use the drop-down menu to select an *American, British*, or *Australian accent* for your listening preference. MP3 audio files can be downloaded.



If there is no full-text link, but you still want to get a copy of the entire document, contact the IIRP Librarian at <u>librarian@iirp.edu</u>; send full bibliographic details for the document in your message. You can either:

- Copy-and-paste the database record into the email using the functions on your computer or device, or
- Use EBSCOhost's *e-mail* link function to launch a pop-up message form:



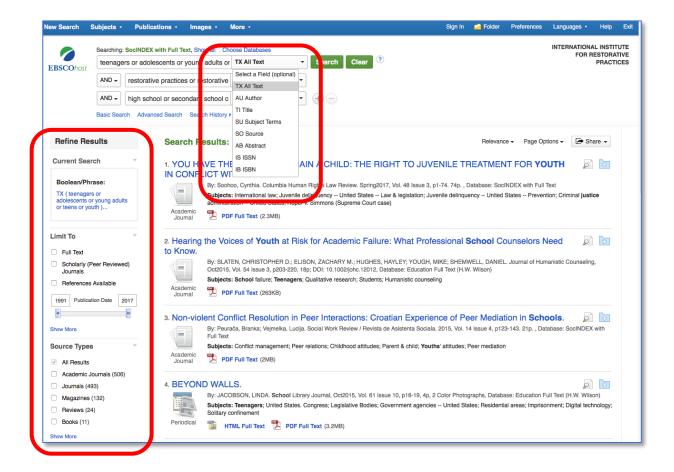
<u>IMPORTANT</u>!

Be sure to include your name and email address in the *Comments* section of your message!

EBSCO*host* offers many other options for managing your search output. You can set up folders for saving records, print records, export them to bibliographic management software, and much more. For more information on these features, click the *Help* link in the upper right-hand corner of the page or visit <u>EBSCOhost's Frequently Asked Questions (FAQ) page</u>.

Step 5: Refine your search

As you review your search results, you may find that you need to refine your search terms, filters, and other parameters in order to obtain the most relevant and accurate material for your research. There are several options for doing this:



• Use the *drop-down field label menu* to restrict your search words and phrases to specific data fields (e.g., TI Title, SU Subject Terms, AB Abstract, etc.). This can often help maximize relevance.

NOTE: By default, if you do not specify them, EBSCO*host* searches the following database fields:

AU Author

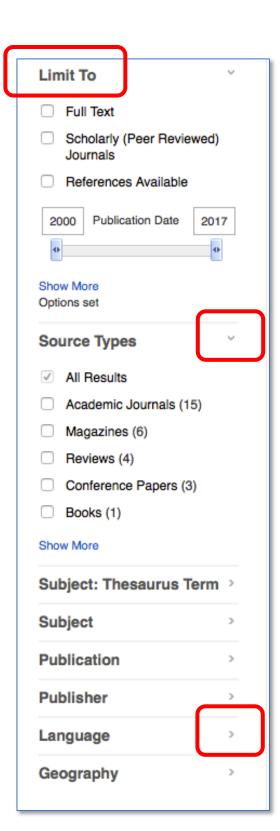
AB Abstract

KW Author-supplied keywords

SU Subject terms

TI Title & source

If you wish to expand the number of articles found, consider using *TX All Text*; this searches all of a database's fields *plus* HTML full text (retrieving search terms within the body of a paper).



The *Limit To* options on the left-hand side of the Search page provide many helpful choices for refining your results:

In addition to *Full Text, Scholarly (Peer Reviewed) Journals*, and *Publication Date*, consider adding:

References Indicates documents with Available substantial bibliographies; helpful for literature reviews. Lets you choose which content types Source Types to include (or exclude) Subject: Specfic indexer-applied subject Thesaurus Term heading(s) Subject Broader subject word(s) **Publication** Material from specific journal(s) **Publisher** Material from specific publishers or organizations Language of document; to eliminate Language non-English-language content, select English; you can also include other languages of your choice Geography Limit to articles with specific geographic areas indexed (cities, states/provinces, countries, etc.) Click the arrow at each level to **expand** or **collapse** the menu choices. Limits available may vary between databases.

General hints for successful searching

- Start with a simple search, then assess your results. You can always add additional components to it later on if it needs "tweaking."
- When thinking of subjects or keywords, include as many synonyms as you can to express your
 key ideas; in large databases, there are thousands of documents in which authors may use
 varying language to express like concepts. Use your creativity and imagination! Examples:
 - o family group decisionmaking **OR** family group decision making **OR** FGDM
 - o elders *OR* elderly *OR* aged *OR* aging *OR* geriatric *OR* senior citizen
 - o rapist **OR** sex offender **OR** sexual abuser
 - o restorative AND (justice OR practices OR model OR lens)

Some databases provide a *Thesaurus, Related Words* or *Equivalent Subjects* feature.

- Use the References Available filter to find articles with substantial bibliographies. Such
 documents can potentially help you save time and effort, as the authors have already listed
 many studies related to your topic.
- Be sure to *give yourself adequate time* for your research. Be patient; it almost always takes a little longer than you first anticipate!

Too many articles?

- Use the *Publication Date* slider bar to shorten the time period of your search.
- Apply filters as necessary: Full Text, Scholarly Articles, Language (English, etc.), or select specific Document Types from the Search page's drop-down menu: Article, Case Study, Bibliography, etc.
- Use the *TI Title* and/or *SU Subject* field codes on the Search from for your search term(s) to help maximize relevance and eliminate documents where your search words are only mentioned peripherally.

Too few articles?

- Use the *TX All Text* field code on the Search form to let the EBSCOhost search engine look through the full text of articles as well as the bibliographic source fields.
- Use the *Publication Date* slider bar to expand the time period of your search.
- De-select filters (Full Text, Source Types, Publication, etc.) that you may have checked.
- Consider including additional databases so that you have a greater volume of content to search.

Help resources from EBSCOhost





Extensive online help is available within the EBSCOhost interface.

Click the *Help* icon in the upper right-hand corner of each screen to launch a pop-up window containing detailed instructions on all EBSCO*host* features and functionality. (You can also find it directly available here.) More online help tools are available at EBSCOhost's training site.

EBSCO also has video tutorials: Introduction to EBSCOhost

Basic Searching on EBSCOhost

Advanced Search on EBSCOhost

Using the EBSCOhost Result List

Using the EBSCOhost Search History

Browsing Subject Terms in EBSCOhost

Reading an Article on EBSCOhost

Creating a Search Alert in EBSCOhost

If you need further assistance ...

Contact the **IIRP** Graduate School Library if you would like help on:

- Getting started with research
- Using EBSCOhost and other online resources
- Understanding and refining your search results
- Identifying additional information sources
- Locating documents
- Incorporating your retrieved material into your writing, including correct formatting in APA writing style.

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