EBSCOhost Training 2018

What is "EBSCOhost Database"?

EBSCOhost Database is the world's most-used reference resource. It is a customizable, intuitive search experience designed to cater to user needs and preferences at every level of research, with over 300 full text and secondary databases available.

(1) EBSCOhost Databases you can access are below:

■ Academic Search Premier

Academic Search Premier contains indexing and abstracts for more than 8,600 journals, with full text for more than 4,600 of those titles. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles. Academic Search Premier contains unmatched full-text coverage in biology, chemistry, engineering, physics, psychology, religion & theology, etc.

Academic Search Premier contains over 8,600 Abstracts and Indexed Journals (nearly 7,400 Peer-Reviewed Journals), and more than 4,600 Full-Text Journals (nearly 3,900 Peer-Reviewed Journals).

> **Today's Keyword:**
> Economic Growth
> **AND** Public Investment

■ EconLit

EconLit, the American Economic Association's electronic database, is the world's foremost source of references to economic literature. *EconLit* adheres to the high quality standards long recognized by subscribers to the *Journal of Economic Literature* (JEL) and is a reliable source of citations and abstracts to economic research dating back to 1969. It provides links to full text articles in all fields of economics, including capital markets, country studies, econometrics, economic forecasting, environmental economics, government regulations, labor economics, monetary theory, urban economics and much more.

EconLit uses the JEL classification system and controlled vocabulary of keywords to index six types of records: journal articles, books, collective volume articles, dissertations, working papers, and full text book reviews from the *Journal of Economic Literature*. These sources bring the total records available on the database to more than one million.

> **Today's Keyword:**
> **Author:** Friedman, Milton
> **Journal Name:** American Economic Review
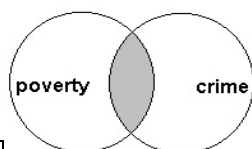
■ EBSCO eBooks Collection

EBSCO eBooks Collection, provides access to digital versions of hundreds of books. Search and view the full text of eBooks via EBSCOhost.
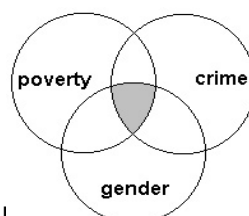
(2) Tips for improving your research
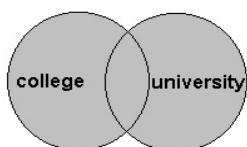
☺ **What is "Boolean logic"?**

AND

poverty **AND** crime   poverty **AND** crime **AND** gender
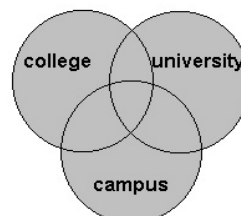
OR

College **OR** university   coll ⎯⎯⎯)R campus

NOT

cats **NOT** dogs
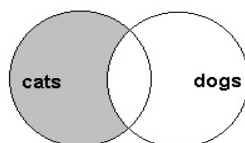
☺ **Field Search** --- Available Fields are different depending on databases

<Article>

TITLE · · · · · · ◄ ⎯⎯⎯ **TI** Title

AUTHOR · · · · · ◄ ⎯⎯⎯ **AU** Author

SOURCE · · · · · ◄ ⎯⎯⎯ **SO** Journal Name

SUBJECT · · · · · ◄ ⎯⎯⎯ **SU** Subject

ABSTRACT · · · · ◄ ⎯⎯⎯ **AB** Abstract

ISSN · · · · · · · ◄ ⎯⎯⎯ **IS** ISSN No Dashes

Ex.1） **AU** Smith **AND** **SU** poverty

Ex.2） **AU** Smith **OR** **TI** crime

☺ **Using Stop Words**

EBSCO*host* ignores stop words (such as *the*, *for*, *of* and *after*), finding any *single* word in its place. For example, if you entered *company of America*, EBSCO*host* would find *company of America*, *company in America*, or *company for America*. It would not find *company of the America*, because the search engine retains a word distance.

The stop word **or** will be replaced with any word. For example if you searched for *sink* **"or"** *swim*, the results could include *sink **don't** swim*.

If you enter two stop words, EBSCO*host* will find any two words in the place of the stop words. For example, if you searched for *company **of the** America*, EBSCO*host* finds any two words in the place of the stop words.

☺ Using Quotation Marks

If you enter the search phrase "*sink or swim*" in double quotation marks EBSCO*host* still considers **or** a search operator, and finds results with either "*sink*" **or** "*swim*."
Typically, when a phrase is enclosed by double quotations marks, the exact phrase is searched. This is not true of phrases containing stop words. A stop word will never be searched for in an EBSCO*host* database, even if it is enclosed in double quotation marks. A search query with stop words only (i.e. no other terms) yields no results.

☺ Using Punctuation

If you enter phrases with punctuation, EBSCO*host* searches for the term both with and without the punctuation. For example, if you enter *television: talk show*, EBSCO*host* finds results with *television talk-show*, *television talk show*, and if synonyms have been activated, *TV talk show*.
If you enter hyphenated words in a search, EBSCO*host* automatically searches for the word in both hyphenated and non-hyphenated forms. For example, entering *coca-cola* will find both *Coca Cola* and *Coca-Cola*.

☺ Single vs. Plural Searching

In order to provide the most comprehensive search results, when EBSCO*host* conducts a search, it may return results that include both the single and plural versions of your search terms.

☺ Searching for Singular, Plural, and Possessive Words

When a *singular* word is searched, the plural and possessive forms of that word will also be searched, even if the word is enclosed in quotation marks. For example, a search for the phrase "alley cat" in quotation marks could also search for all of the following:

alley cat, alley cat's, alley cats, alley's cat, alley's cat's, alley's cats, alleys cat, alleys cat's, alleys cats

However, when a *plural* is searched, the search engine does not automatically search for the singular version of the term. If the plural is spelled differently, (e.g. child, children), a search is not expanded unless the "Apply additional terms to query" expander is checked. EBSCO*host* may also return results with regional spellings (e.g., color, colour), acronyms (e.g., TV, T.V.) as well as a limited number of synonyms.

☺ Wildcard (?) and Truncation (*) Symbols

Use the wildcard and truncation symbols to create searches where there are unknown characters, multiple spellings or various endings. Neither the wildcard nor the truncation symbol can be used as the first character in a search term.

The *wildcard* is represented by a question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. EBSCO*host* finds all citations of that word with the **?** replaced by a letter.

For example, type **ne?t** to find all citations containing neat, nest or next. EBSCO*host* does not find net because the wildcard replaces a single character.

Truncation is represented by an asterisk (*). To use truncation, enter the root of a search term and replace the ending with an *. EBSCO*host* finds all forms of that word.

For example, type **comput*** to find the words computer or computing.

(3) Let's start your search!

To use Advanced Search with Guided-Style Fields:

1. On the Advanced Search Screen, enter your search terms in the first **Find** field.

2. Choose the search field from the optional **Select a Field** drop-down list (for example, search in only the Subject Terms field of the citation).

3. Repeat steps 1 and 2 for the second set of **Find** fields.

4. Select a Boolean operator (**AND, OR, NOT**) to combine the two **Find** field entries.

5. You can enter another Boolean operator, keyword, and search field in the third set of fields.

6. If you need additional rows, click the **Add Row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove Row** link.

7. Select from the available Search Options:
   - **Search modes** – Use specific search modes, such as "Find all of my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."
   - **Limit your results** – such as Full Text or Publication type.
   - **Special Limiters** – Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears

8. Click the **Search** button. The Result List displays.

The search fields are displayed about the Result List. Your search terms, limiters and expanders are retained.   To revise your search, you can click the **Show More** link under Limit your results.

(4) Preference

Setting Preferences allows you to control the look and feel of the EBSCO*host* 2.0 Result List. The selections you make on the Preferences Screen can now be saved to your personal account (My EBSCO*host*) and retrieved for use at any time. Once you sign in to My EBSCO*host*, your personal preferences are applied. And, if you make changes to your preferences, those changes are saved for future use!

Setting Preferences
1. From the search screen or the Result List, click the **Preferences** link below the **Find** field. (The Preferences feature is also available from the Folder Screen.)

2. **General Settings** – Choose language and keyword suggestion settings.
   - **Language** – Select the language in which you want to display the interface: Spanish, French, German, Italian, Portuguese, Russian, Korean, Japanese, Simplified Chinese, Traditional Chinese, Turkish, Greek, Polish, Arabic, Thai, Croatian, Czech, Bahasa Indonesian, and Hebrew. (Your library administrator decides whether this feature will be available.)
   - **Autocomplete search suggestions** – As you begin to enter a search term in the Find field, keyword suggestions are automatically displayed. (Set to On or Off.)
   - **Run SmartText Search when query returns no results** – If enabled by your administrator, set to automatically run your search using the SmartText Searching search mode when your initial query returns no results.

3. **Result List Display** – Choose the look and feel of your Result List.
   - **Format** – Select the level of detail for each result: Standard, Title Only, Brief or Detailed.
   - **Image Quick View** – Turn on or off the display of image thumbnails on the Result List, Citation, and Folder. (Availability varies by database.)
   - **Results per page** – Specify how many results (or records) are displayed per page (for example: 5, 10, 20, 30, 40 or 50). (Will be applied to both the Result List and the Folder.)
   - **Sort by** – You can set how you would like your results sorted. All sort options for the database you are using are available. (For example, date, author, source, etc.) If you select "Database Default," the results are sorted using the database defaults. (Will be applied to only the Result List.)
   - **Page layout** – Control which columns display on the Result List.

4. **Print, E-mail, Save, Export** – Set your defaults for Print, E-mail, Save and Exporting of your results. You can still change these settings when you print, e-mail, save or export your results.
   - **Default Format** – Decide how much information you want to include with your results.
     - ○ **Standard Field Format** – Defaults to "Detailed Citation and Abstract." You can also select from the drop-down list:
       - ▪ **Brief Citation** – Indicates that only a brief citation should be printed.
       - ▪ **Brief Citation and Abstract** – Indicates that a brief citation and an abstract should be printed.

- **Detailed Citation and Abstract** – Indicates that a detailed citation and an abstract should be printed.

  o **Citation Format** – If you would like to default your citations to a specific format, select one from the drop-down list:
    - AMA - American Medical Association
    - APA - American Psychological Association
    - Chicago/Turabian Author - Date
    - Chicago/Turabian Humanities
    - MLA - Modern Language Association
    - Vancouver/ICMJE

  o **Customized Field Format** – A list of all fields available for the databases you are searching will display. The fields shared by all the databases you are searching appear in the Fields in Common area at the top of the screen. Mark the check boxes to the left of the fields you want to include.

- **E-mail From** – The "From" address on the e-mail you send defaults to *ephost@epnet.com*. If you would like to change that address, enter the information in this field. (For example, you could enter your own e-mail address, or a library e-mail address.) This will automatically fill in the "From" field on the e-mail that is sent.

- **E-mail To** – The "To "address on the E-mail Manager defaults to a blank field. If you would like to automatically fill in the E-mail Address field with a specific e-mail address, enter the information in this field. (For example, you could enter your own e-mail address, or list of e-mail addresses for the students in class or a group of colleagues.)

- **E-mail Format** – Select whether you want to default your e-mails to Rich Text or Plain Text format

- **Export Settings** – You may be able to export your results into a format compatible with your bibliographic management software. (For example, RefWorks, EndNote, ProCite, etc.) Your library administrator decides whether the Export feature is available.
  - **Save citations to a file formatted for** – Select the default bibliographic management format to save a file.
  - **E-mail a file with citations in** – Select the default bibliographic management format to e-mail a file.

5. Click **Save**. If you were previously at the Result List, it is updated according to your selections. If you were previously at the Search Screen, you must first perform a search before viewing the customized Result List.

What is "EBSCO Integrated Search (EHIS)"?

EBSCOhost Integrated Search allows users to simultaneously search EBSCO databases as well as all other electronic resources, including those from other database aggregators and publisher packages. You can search multiple resources within one familiar interface, take advantage of the unique features and functionality of EBSCOhost, and eliminate the frustration caused by slow search results.

You can access the following databases and publisher packages:

- · **Cambridge Journals Online**
- · **CiNii**
- · **JSTOR** (Arts and Science I, II, IV)
- · **LexisNexis Academic**
- · **NBER Working Papers Series**
- · **NII REO**
- · **Oxford Journals**
- · **Science Direct**
- · **SpringerLink**
- · **Taylor & Francis Online**
- · **Wiley Online Library**
- · **Academic Search Premier**
- · **EconLit**
- · **eBook Collection**

Support Materials

✔ **EBSCO Interface User Guide**
https://help.ebsco.com/interfaces/EBSCO_Guides/EBSCO_Interfaces_User_Guide

✔ **EBSCOhost Integrated Search - User Guide**
https://help.ebsco.com/interfaces/EHIS/Using_EHIS

✔ **Support Site**
https://help.ebsco.com/

✔ **Tutorials**
https://help.ebsco.com/interfaces/EBSCO_Guides/General_Product_FAQs/tutorials_on_
EBSCO_interfaces#EBSCOhost_Research_Database_Tutorials