

DATABASE SEARCH TIPS

Step 1

Define your search topic:

- Identify the key concepts in your topic
- Think of synonyms and alternative terminology

Step 2

Use truncation to expand your terms:

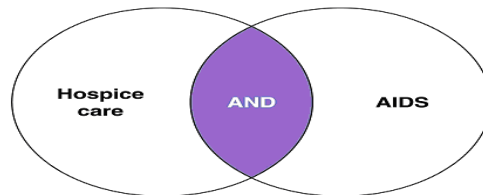
- Type an asterisk following a term to retrieve various word endings.
- Example - prevent* retrieves prevent, prevents, prevention, preventative and preventing.

Step 3

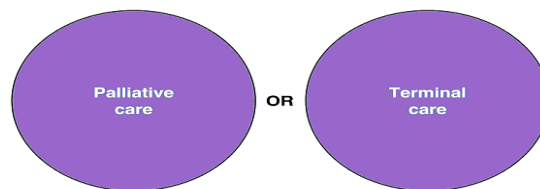
Combine your terms

Link your key search concepts by selecting or typing connecting words. Three common connecting terms are:

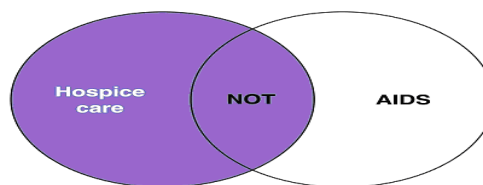
AND is used when you have two different concepts and you want to find articles that discuss both.



OR is used when you have similar terms and you want to find articles that include at least one of them.



NOT is used to eliminate an unwanted concept.



Step 4

Locate the Thesaurus Terminology

If you do not locate the information that you need with the terms you are using, or you get too many results, try a thesaurus search to locate the official subject terminology. Subject terms used for the same concept vary between the databases. To locate the thesaurus terms in these databases select:



Browse each term separately. For a comprehensive search, check the **Explode** box to the right of the subject heading. If there is no **Explode** option, check the box to left of the subject heading.

Step 5


Apply Limits to Your Search Results

Selecting limits will refine your topic and narrow your search

- Click  and select limits. Common limits are: **English, Journal Article, Peer Reviewed, Publication Year, and Research.**




Step 6

Review Search History

Each search that you do is saved temporarily. To retrieve these, select . If you have done a subject search for each term, use the boxes to combine them.



Step 7

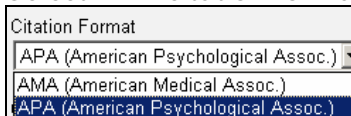
Obtain Articles

- Click  [Linked Full Text](#) to obtain article online, or  [USM Libraries own this title](#) for print holdings.
- Otherwise, Click . Review *Other Options for Finding this Article* to determine if a print journal is available at the USM libraries, or if you need to *Submit an Interlibrary Loan Request*.

Step 8

Print, E-mail, Save Records

- Click  adjacent to desired records.
- Select  [Folder has items.](#)
- Choose print, e-mail or save selected items to disk (or flash drive).
- Select **APA** citation format:



Step 9

Save a Search for a Future Session

Searches may be saved permanently on the EBSCO server:

- Select [Search History / Alerts](#)
- Select [Save Searches / Alerts](#)
- Click [Sign In to My EBSCOhost](#) (If you have not already created an account select [I'm a new user](#) and create one).
- Enter a name and description for your search.
- Select desired duration. Click

Step 10

Running a Saved Search

- Click [Search History / Alerts](#)
- Click *Retrieve Searches*
- Login to *EBSCOhost*
- Click *Retrieve Saved Search* under the search you want to run
- Click *Rerun* for the selected search

TUTORIALS

For more help in searching CINAHL, Check the University of Florida's guide at:
<http://www.hscl.ufl.edu/help/CINAHL/index.htm>

The University of Nebraska has an excellent MEDLINE tutorial:
http://www.unmc.edu/library/guides/medline_ebsco.pdf