



## BIOSIS Previews / Biological Abstracts Databases

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), click on the **Databases** tab.
  2. Select **BIOSIS Previews / Biological Abstracts** from the alphabetical list of databases.
- OR
- At the Library Homepage (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Select **Databases: Title List**.
  3. From the alphabetical list, select **BIOSIS Previews / Biological Abstracts**.

### Search

1. Click on **Basic Search**

2. Enter search term(s).

[Optional]

3. Click on **Limits** to select options to filter search.

4. [Optional]

Check box **Include Related Terms** to expand search to broader terms.

5. Click on **Search**.

The screenshot shows the search results page for BIOSIS Previews. At the top, there are tabs for 'Search' and 'My Workspace'. Below this is a 'Search History' section showing 3 searches. The main content area has several navigation links: 'Basic Search', 'Find Citation', 'Search Tools', 'Search Fields', 'Advanced Search', and 'Multi-Field Search'. Below these links, it says '18 Resources selected | Hide | Change'. A list of search results follows, including 'BIOSIS Previews 2001 to 2008' and various 'Biological Abstracts' records from 1985 to 2000. At the bottom, there is a search input field with a 'Search' button and a 'Limits (expand)' link. The 'Include Related Terms' checkbox is checked.

### Advanced Search

1. Click on **Advanced Search**

2. Enter search term(s).

3. Select field to search.  
Default is **Keyword**.

[Optional]

4. Click on **Limits** to select options to filter search.

The screenshot shows the advanced search page. It has the same top navigation as the basic search page. Below the navigation links, it says '18 Resources selected | Hide | Change'. A list of search results follows. Below the results, there is a search input field with a 'Search' button. To the left of the input field, there are radio buttons for 'Keyword', 'Author', 'Title', and 'Journal'. The 'Keyword' radio button is selected. Below the input field, there is a 'Limits (expand)' link.

5. Click on **Search**.

### Search tips

**Basic Search** results are given a star rating based on relevancy with most starred records displayed first. Ranking and display of search results in **Advanced Search** varies between databases.

Select **Multi-Field Search** option to search by a specific field. e.g. journal abbreviation.

Use **Find Citation** option to retrieve specific journal article citations.

Use **Search Tools** to match search terms with relevant subject headings. Also provides access to thesaurus, permuted index and scope notes for subject headings.

Use only the database navigational aids and not your browser's back and forward arrows to move between pages.

Use Boolean Operators to combine multiple words/phrases:

Operator	Example	Finds
AND	fertilizer <b>AND</b> algae	records with both the words <i>fertilizer</i> and <i>algae</i>
OR	pollution <b>OR</b> contamination	records with the word <i>pollution</i> or <i>contamination</i> or both
NOT	cloning <b>NOT</b> ethics	records with the word <i>cloning</i> but not <i>ethics</i>

Use brackets ( ) to specify the order of the Boolean operators in your search statement. For example, *air and (pollution or contamination)*, the operator inside the brackets (or) is executed before the operators used outside the brackets (and). Boolean operators are not case sensitive.

Two adjacent search terms are automatically combined with the operator AND and also are searched for as a phrase.

• Wildcard Symbols:

Symbol	Function	Example	Finds articles containing...
?	to substitute zero or one character	Colo?r	<i>color</i> or <i>colour</i>
\$ or *	to replace characters at the end of a search word	gene\$ gene*	<i>gene</i> , <i>genes</i> , <i>genetics</i> , <i>generation</i> etc.

**Display Search Results**

Select from viewing options to limit display to title, citation or abstract information.

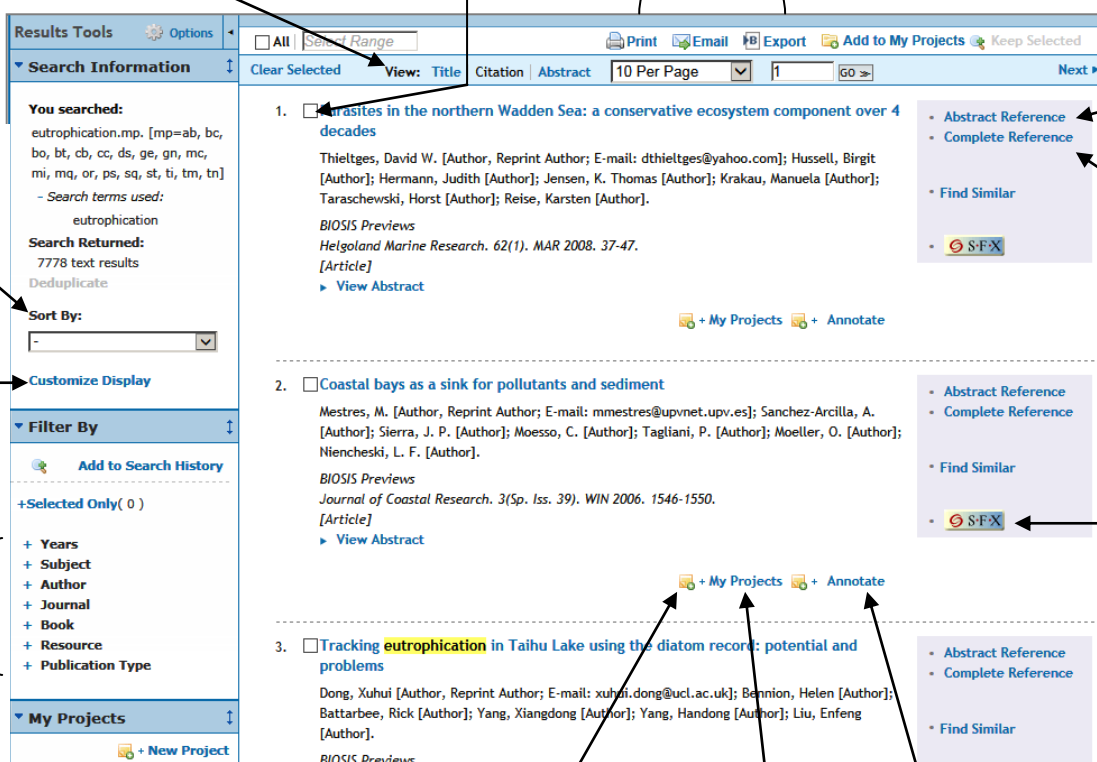
Check box to select record for later **printing, emailing or exporting**.

Click on relevant icon to either **print, email or export** selected record(s).

Click down arrow to view sort options e.g. by publication by year, by title, by author.

Click to select options for display of fields and style of display.

Select from available options to filter search results by **years** or by other **subject headings, authors or journals** based on search results.



Click to read abstract.

Click to view more information about the record.

Click to check availability of full text.

Select to create a new project.

Click to add record to **My Projects**.

Click to view content of **My Projects**.

Click to add annotations to record. (Only available if logged into **My Account**.)

## Search History

To review search results sets, click **Search History** above the search dialogue box. Options are available to combine, remove, or display previous searches. Search histories and search results can be saved into a **personal account** and retrieved later.

Click to select all Searches.

Click to sort by search number.

\*\*Click to **View Saved** searches in a personal account.

\*\*Click to save search into a personal account or to delete search.

Search History (2 searches) (close)		Remove Duplicates	View Saved		
<input type="checkbox"/>	# ▲	Searches	Results	Search Type	Actions
<input checked="" type="checkbox"/>	1	eutrophication.mp. [mp=ab, bc, bo, bt, cb, cc, ds, ge, gn, mc, mi, mq, or, ps, sq, st, ti, tm, tn]	7778	Advanced	Display More >>
<input checked="" type="checkbox"/>	2	wastewater.mp. [mp=ab, bc, bo, bt, cb, cc, ds, ge, gn, mc, mi, mq, or, ps, sq, st, ti, tm, tn]	27935	Advanced	Display More >>

Remove Selected | Save Selected | Combine selections with: And Or

Save Search History

Click to remove selected search from the display.

\*\*Click to save selected search to a personal account.

Selected searches can be combined with relevant operator. (For Advanced Search Type only).

Click to **Display** search results.

\*\*Click to **Save Search History** into a personal account.

\*\*You will be directed to log in to a personal account or to create an account if you do not have one already.

## My Account



Select **My Account** on the top right hand side of page to login to or to create an account to have access to the following **My Workspace** features and other OvidSP features:

- **My Searches & Alerts** - save searches on a temporary or permanent basis. Set up expert searches or auto alerts.
- **My Projects** – save images, links and articles on an easy to access page.
- **My eTOCs** – receive email alert when Table Of Contents of a selected journal is updated.
- **Ovid toolbar** - to collect and organize citations to journal articles, books, and websites from any online site.
- Record annotations on records in search display results.
- Email jumpstarts - use jumpstarts to connect directly to pages in the database.

Click on either the **Print**, **Email** or **Export** icon at the top of the list of search results. Select from the list of options in **Fields to Display** and from the list of available **Citation Styles** (for printing and emailing only).

**Export selected records to RefWorks.**

1. Click on the **Export** icon on the search results display page.

2. Choose **RefWorks** from **Export To** menu.

3. Select **Fields to Display**.

4. Select other items to include.

5. Click on **Export Citation(s)**

