



## EBSCOhost Databases

### Available EBSCOhost Databases

- Academic Search Premier
- Business Source Complete (It is recommended to use *Business Searching Interface* to search this database. A separate guide for this interface is available.)
- EconLit
- ERIC (Educational Resources Information Center)
- Library, Information Science & Technology Abstracts
- MAS Ultra – School Edition
- MEDLINE
- Newspaper Source
- Professional Development Collection
- Regional Business News
- The Serials Directory
- Vocational and Career Collection

### Access

1. At the Library Home Page (<http://www.cityu.edu.hk/lib/>), select **E-Resources**.
2. Select **Databases: Title List**.
3. Use either of the following methods to enter the database(s) you desired:
  - Select one of the databases listed above from the alphabetical list by title.
  - Select **EBSCOhost Databases**, click on **EBSCOhost Web**, select one or multiple database(s) you want to search, then click the **Continue** button.

### Search

**Note:** The fields and limit options available vary among databases in EBSCOhost. Academic Search Premier is used as an example in this part of the search guide. You may find more or less fields and options in other databases.

#### Basic Search (default search method)

1. Enter search term(s)

**Optional**

- Select a specific search mode, if desired.
- Expand the search, if desired
- Limit the search, if desired

2. Start search

Click **Search Options** to display the optional search modes, Expanders or Limiters.

- ❶ The default search mode that supports search with Boolean operators or exact phrase searching.
- ❷ If this mode is selected, all words entered will be combined with “AND” automatically.
- ❸ If this mode is selected, all words entered will be combined with “OR” automatically.
- ❹ When this mode is selected, the search box grows bigger. Type in text, or copy and paste text from an article or other source (up to 5000 characters including spaces) into the search box.  
 \* This search mode is not available for all databases.
- ❺ Expands search results to include the synonyms and plurals of the search terms.
- ❻ Expands search results by finding the keywords entered within the full text of articles.
- ❼ Find articles from a specific journal title by entering a journal name or part of it.

## Advanced Search

The Advanced Search offers multiple text boxes, searchable fields, and various search options allowing you to create a well-focused search. You can also build a search using search history, specific limit and expand options.

The screenshot shows the EBSCO Academic Search Premier Advanced Search interface. It features a search bar at the top with three text input fields, each with a dropdown menu for selecting a field. The search bar includes 'Search' and 'Clear' buttons. Below the search bar is the 'Search Options' section, which is divided into several panels. The 'Search modes' panel includes radio buttons for 'Boolean/Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. The 'Limit your results' panel includes checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Publication'. The 'Document Type' panel includes a dropdown menu with options like 'All', 'Abstract', 'Article', and 'Bibliography'. The 'References Available' panel includes a checkbox. The 'Published Date from' panel includes dropdown menus for 'Month' and 'Year'. The 'Publication Type' panel includes a dropdown menu with options like 'All', 'Periodical', 'Newspaper', and 'Book'. The 'Number Of Pages' panel includes a dropdown menu and a text input field. The 'Cover Story' panel includes a checkbox. The 'Articles With Images' panel includes a dropdown menu with options like 'All', 'PDF', and 'Text with Graphic'. A 'Search' button is located at the bottom left of the interface.

1. Enter search term(s)

2. Select a field

3. Select operator\* to combine terms entered in multiple text boxes

4. Set limit and expand options (similar to Basic Search), if desired

5. Start search

\* Note that “and” takes precedence over “or” when grouping items together.

## Search Tips

### Boolean and Proximity Operators

Operator	Example	Finds articles containing...
AND	shopping <b>and</b> internet	shopping and internet in the same document
OR	survey <b>or</b> research	survey or research, or both, in the document
NOT	television <b>not</b> cable	Television, but not cable
N#	education <b>N5</b> reform	education within 5 words of reform, i.e., “education reform”, “reform of secondary education”, etc.
W#	education <b>W8</b> reform	education within 8 words of reform, <i>in the order specified</i> , i.e., the example would match “education reform”, but not “reform of secondary education”

where # is a number

### Use of Parentheses:

Use parentheses to specify the order of operators, e.g., enter (second language or foreign language) and (learning or acquisition) to search for documents containing the phrase “second language” or “foreign language”, and the word “learning” or “acquisition”.

### Wildcard and Truncation Symbols

Symbol	Function	Example	Finds articles containing...
?	to substitute a single character	wom?n	woman or women
*	Searches for words containing a common word root	comput*	computer, computing, computerize, etc.

### Quotation Marks

Use double quotations marks to search for an exact phrase.

## Save and Retrieve Searches/Alerts (for Advanced Search only):

Searches can be saved and retrieved later. If a search is saved as **Alert**, the search will be run automatically and notification can be sent to you via e-mail when there are results retrieved. A personal account is required:

1. Click on the **Search History / Alerts** link in Advanced Search.
2. Click on the **Retrieve Searches/Alerts** or **Save Searches/Alerts** link, you will then be directed to the Login page.
3. Click on I'm a new user and create a personal account.

## Display Results

Select to display results from a particular source type, if desired.

Mouse over the Preview icon to view the Abstract.

Select to sort results in different order, if desired.

Click to view alerting, linking and bookmarking options.

Click on a title to view full record.

Display full text of the article \*\*

Click to add records to a folder for later viewing on screen, exporting, saving, printing or e-mailing.

Click to check availability of full text via SFX.

Click to display the list of references cited in this article.

Click to display the list of articles in this database that have cited this article.

Select any of the limiters and click **Update Results**. To further refine your search, click on **Search Options** link.

\*\* Full text can be available in different formats:

**HTML Full Text**  
Full text of the article in HTML format

**HTML Full Text**  
Complete article text in HTML format, along with photographs, illustrations, figures, charts, or other images that can be viewed and saved as separate files

**PDF Full Text**  
Scanned images of articles in Portable Document Format (PDF)

## Print/E-mail/Save/Export Search Results

To print/e-mail/save/export a single record:

- Click on the respective icons at the top of the citation/full-text record.
- Use the **Print/Save** button in Adobe Reader to print/save articles in PDF.
- The Export Manager allows you to save/e-mail citations in a format that can be uploaded to a bibliographic management software, such as RefWorks.

To print/e-mail/save/export marked records in folder:

- i) Click the **Folder** icon at the top of the screen, or the **Folder View** link under the *Limit your results* column to display all marked records.
- ii) Click on the respective icons at the top of the marked records list.