

## EBSCOhost

### What is EBSCOhost?

EBSCOhost is a system of databases providing full-text and bibliographic (citation/abstract) access to scholarly journals, popular magazines, news sources, and reference books in a wide range of disciplines. Whether searching for a brief article, in-depth research coverage, or a color image, these databases comprise a powerful search tool to meet many research needs.

### Accessing EBSCO

1. From the Hilton M. Briggs Library Home Page (<http://lib.sdstate.edu>) click **EBSCOhost** under **Quick Search**.

- To log in from off campus, contact the library information desk to obtain a password. Phone 605-688-5570, or toll-free at 1-800-786-2038; e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)

2. Select database(s) by checking the box next to the desired choice(s). Click **CONTINUE**.

3. The various search types are organized using tabs at the top of the search screen.

- The default search is **keyword – basic search**. Click in the **Find** box and skip to #4 on this guide to continue.
- Click **Publications** to browse for journal/magazine titles.
- Click **Subjects** to browse subject headings alphabetically or by relevance.
- Click **Company Profiles** to browse company reports.
- Click **Dictionary** to look up a definition of an unfamiliar term.
- Click **Cited References** to search a reference and to find additional articles that cite your reference.
- Click **Indexes** to browse by a variety of index choices, i.e. author, language, etc.
- Click **Images** to search for images of a person, place, map, flag, etc.

4. **KEYWORD – BASIC SEARCH**. Click in the **FIND** box and enter search terms for a keyword search.

- Use **AND** to narrow your search, i.e. campaign AND regulations
- Use **OR** to broaden your search, i.e. cancer OR carcinoma
- Use **NOT** to exclude words from your search results, i.e. Cats NOT kittens
- Use parenthesis to group terms in a search string or to designate a phrase. For example: (college students) AND (tattoos OR body piercings)
- **Truncation or Wildcard Searching**: Use the \* to search for word plurals or variations of word roots. Example: type operat\* to search for 'operations', 'operational' and 'operator'. Use the ? to replace one letter in a particular word – for example: wom?n will retrieve results with both 'woman' and 'women' in the results.
- You may also **limit or expand your search** using the boxes below the current search.

Click **SEARCH** once all desired selections are made.

5. On the **search results** screen, view all results, or limit to scholarly journals, newspapers or magazines. Citations linked to full text will display **HTML Full Text**, **PDF Full Text** or **Linked Full Text** buttons. To view an article or a citation/abstract, click the **full-text link** or **article title**.

6. Options for **printing, e-mailing, or saving to a disk** are available at the top of the article/citation.

- **Printing** allows you to select citation, abstract, or full-text (if available) format for printing. Click **ESTIMATE NUMBER OF PAGES** to see a page count for your printout.

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- **E-mail** allows citation, abstract, or full-text (if available) format to be e-mailed. Enter multiple e-mail addresses using a semicolon. Export Manager allows you to e-mail citations in a format ready for importing into bibliographic management tools such as ProCite, EndNote, etc.
- **Save** allows you to select citation, abstract, or full-text (if available) format for saving to a disk. Export Manager saves citations in export-ready format for bibliographic management tools such as ProCite, RefWorks, etc.

**7.** To **add an article to your folder** for later retrieval, click **Add to Folder**. To retrieve items in folder, click **View Folder** at top of search screen. Note: the folder will automatically be cleared upon ending the search session unless you sign in to My EBSCOhost and save the folder. (See My EBSCOhost below).

**8.** Click **Refine Search** or the **Keyword Tab** to return to main search screen.

### Further Instructions

- **Advanced Search** allows a more sophisticated search process including the ability to combine search terms from different fields. For example, you could find articles about a certain subject that are written by a specific author or articles written with specific words or phrases in the titles that were written by certain authors, etc. This search also offers more in-depth limiting of document type, image, etc.
- **Publications Search** finds a journal by browsing alphabetically, searching by subject or description, or searching for one or more words in the title of a journal/magazine. This search also indicates whether or not full-text for the publication is available, listing the coverage dates. After locating the desired title, click the hyperlinked title to view all available issues as well as more in-depth information on the title.
- **Visual Search** allows users to search efficiently across broad subjects and then returns a visual map of results, organized by topic. Enter a search term in the **Find** field and click **Search**. A visual map is presented and contains: **Circles**, which represent categories of results and **Squares**, which represent links to articles.
- **Persistent Link** lets authorized users (i.e. SDSU students, faculty, and staff) retrieve an EBSCOhost article by returning to a link previously given for that specific article/document. If you wish to reference the article by the link, use the persistent link given, rather than the link at the top of your screen.
- **Search History/Alerts**. While using the advanced search screen, you may save particular search strategies for later use, or set up an automatic e-mail alert to be notified when new articles matching your search string are added to the database. In order to save a search history or set up alerts, users must create a **free** My EBSCOhost account (see below).
- **My EBSCOhost** allows the user to set up a **free** account in EBSCOhost to take advantage of a variety of services. With a personal account, you can save search results, persistent links to searches, saved searches, search alerts, journal alerts and web pages to your personal folder. Click **My EBSCOhost** in the upper left corner to create your free account.
- **Export Manager** lets researchers download one or more results to a format compatible with BiblioLink®, ProCite® and other data management programs. Saving your results to a file using this option creates a text file with a special tagged format that BiblioLink and ProCite can import and transfer for use with their software. Click **Export** to access the Export Manager.

**For more information, please contact a Reference Librarian at the Hilton M. Briggs Library, (605-688-5570), toll-free (800-786-2038), or via e-mail: [blref@sdstate.edu](mailto:blref@sdstate.edu)**