Finding Full-text Journal Articles in Online Journal Databases

Exercise: We'll look for full text, academic articles in the Expanded Academic ASAP journal database. In this context, a journal database means an online collection of references to journal articles (called citations). Expanded Academic ASAP also has many full text articles, though not all journal databases do.

Plan your search strategy by identifying the main concepts in your topic. Use Boolean Logic to construct your search.

Our research topic is: Discuss the portrayal of gender in Shakespeare’s plays and poetry.
- There are two concepts in this search (you don’t really need to include plays and poetry, as all of Shakespeare’s works are in those forms):

<table>
<thead>
<tr>
<th>Concept 1</th>
<th>Concept 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shakespeare</td>
<td>gender</td>
</tr>
</tbody>
</table>

List any related terms or synonyms for each concept where applicable.

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<td>Shakespeare</td>
<td>gender</td>
</tr>
<tr>
<td></td>
<td>sex</td>
</tr>
</tbody>
</table>

Boolean Logic:
- What you use to join the concepts and synonyms in this search.
- Refers to command terms used to refine your search.
- There are two main Boolean command terms: AND, OR
- **AND is used to join different concepts in your search.** E.g. “Shakespeare AND gender” will retrieve only records containing both terms. Using AND narrows your search.
- **OR is used to join synonyms or related terms in your search.** E.g. “gender OR sex” would find any record containing either or both of those terms. Using OR broadens your search.

Combining terms using AND and OR
- When there are several synonyms or related terms for one idea, use parentheses ( ) to group these terms together. This is called “nesting.” Join nested terms with the Boolean operator OR.
- This group of nested terms can then be combined in a search with other single or nested terms.
- In our example, there is one single term: Shakespeare and two nested terms: (gender or sex)
- Our Shakespeare search would be represented in Boolean logic as follows:

  Shakespeare AND (gender OR sex)

- The search engine will look for all records containing the word “Shakespeare” along with either the word gender” or “sex.”
Choose a database that covers your discipline.

For this example, we are going to search a database called Expanded Academic ASAP.

- Go to the Library’s homepage, [www.uregina.ca/library](http://www.uregina.ca/library)
- Click on the Databases tab.

The Library has hundreds of databases covering many subject areas. To help you focus on the most useful databases for your research, databases have been grouped together by subject.

- Survey the range of subjects covered by the Library’s databases by scrolling through the drop-down menu under Find Database by Subject. Highlight the subject area you want.
• Select English, as this is the subject of our research question. Click Find.

• An alphabetical list of databases dealing with the subject will appear.
• Scroll down the list and click Expanded Academic ASAP to begin searching.
• Notice the descriptive note written under Expanded Academic ASAP. Reading database descriptions will help you choose which databases might be suitable for your search. We're using Expanded Academic ASAP because it's a broad journal article database, covering all academic subjects, but we have about 400 databases, some of them subject-specific. Don’t limit yourself to using just Expanded Academic ASAP.
• Most of the articles indexed in the database are present in full text in Expanded Academic, but not all. The Library may or may not own them in another database, or in paper copy.
• **Hint:** If you are linking to a database from off campus, a pop-up screen asking you to log in will appear. Use either of the login methods, click Submit Query, and you will see the database search page. Here’s what the login screen looks like:

![Login Screen](image)

**Enter your search terms**

- Our sample search is: Shakespeare AND (gender OR sex). Note that you don’t usually have to capitalize operators when typing out your search.
- Expanded Academic ASAP opens in **Basic Search** which allows Boolean searching.
- You can also use Boolean in **Advanced Search**. We’ll use the search box in **Basic** for this example.

In the **Basic Search** box: type Shakespeare and (gender or sex)
As you enter terms, the database looks for similar subject headings. Just click outside the text box to disable the subject headings box.

![Basic Search Box](image)

- For this exercise, we are only interested in finding full text articles. Now that the subject box is disabled, you can set **limits**. Click in the box next to **documents with full text** to limit to just full text articles.
- Most times, your professors will want academic articles. Academic articles are those found in journals that are written by and for academics, unlike magazines such as *People* or *Time*, or newspapers such as the *New York Times*, which are written for the general public and called **popular** magazines/newspapers.
  
• To search for just academic journal articles in Expanded Academic, click in the box next to peer-reviewed publications. In a peer-reviewed publication/journal, a professor’s article has to be cleared by a team of his/her peers, or peer-reviewed, before it can be published. A peer-reviewed journal is a form of academic journal.

• Click SEARCH.

View Results and Manage Information

• A successful search produces a results list which contains references (citations) to documents matching your search criteria.

• [We’ll take a closer look at the elements of a citation later in this tutorial.]

• In addition to the citation, the complete text of each article is included.

• Information under each citation will show in what format(s) an article is available.

• Click on the article’s hyperlinked title to view the full document in HTML along with the Tools box which shows all options for managing information.

RESULTS LIST:

• Articles available html format only will show this icon. Articles available in both html and PDF are indicated by two icons. When PDF is available, it is best to choose that option.

• A lot of articles in Expanded Academic ASAP are book reviews which would not be useful for writing this kind of paper. Look for records saying Article, Brief article, Critical Essay or Report on the right side of the article’s citation. “Hamlet’s femininity” is a report.

• Open the article using the icon on the results page or click on article title to view options for managing your full-text results.
• The Tools box beside the article shows the options Expanded Academic offers. Print, download—even listen to an audio version of the article.

• A few pointers on the most important tools are given below.
Pdf documents:

- Click [View PDF pages] to display full-text PDF file.
- Use the icons on the bar above the PDF version of the text to print or download documents; do not use your browser’s print or save function.
- Printing in the Library and other computer labs on campus costs 10c a page for one-sided and 17c for double-sided. You will need to enable printing first. Staff at the IT Support Centre will help you do this.
- HINT: If you wish to e-mail yourself a PDF file, it is recommended that you do so from the PDF display window. Download the document to the computer desktop and then e-mail it to yourself as an attachment.

HTML version documents

- Click [Print] in the Tools box to reformat the page for printing.
- With the [EMAIL] function you can send either an HTML, plain text or a PDF version of an article. Do not use this function to e-mail long pdf documents if you wish to open them from an off-campus computer.
  If you e-mail anything longer than 2 pages, you will be unable to open it from off-campus. For documents longer than 2 pages, follow the instructions above for dealing with PDF documents.
- Mail to: type your e-mail address, or that of a friend that you’d like to send the article to.
- It is recommended that you send the document as an attachment. That way, the document won’t be embedded in the message body.
- At Email format, it is usually best to choose HTML.
- Content Options: Set on Full text, unless you only want the citation. Remember, select PDF only if the article is very short, or you are going to open it from a computer on campus.
- Set the Bibliographic Citation Format button on the citation style you are to use for your paper. Since our example is for an English paper, we’ve set the button on MLA 7th edition. MLA is a style commonly used for English research papers. If you are unsure of which style to use, make sure you ask your instructor.
USE CITATION TOOLS

What’s in a citation?

- A journal article’s citation is the information you need to find that article and what you need to include in your bibliography. It’s also what Expanded Academic shows in its results screen.
- A citation consists of the author(s) of the article, the title of the article, the title of the journal in which the article appears, along with the volume, issue, date, and page numbers.

- Expanded Academic, as well as many other databases, has citation tools that you may find helpful. In the Tools box, click the Citation Tools icon. This opens the Generate a Citation window that allows you to produce a bibliographic citation based on a format of your choice. You can save the formatted citation to a file or export it to third party bibliographic management software.
- The bibliographic manager that the library subscribes to is RefWorks. Learn more about it at http://uregina.libguides.com/content.php?pid=72767&sid=538724.
- HINT: Citations generated automatically should be double checked for accuracy. Further information on proper citation style is available from our "How do I Cite?" Guide: http://uregina.libguides.com/citationguide/
Articles Not Available Full Text in Expanded Academic ASAP

- For this exercise, we searched only for articles that are full-text in Expanded Academic. In another search, if you did not specify “Full Text” a successful search would produce both full-text article references and references which only cite the article.
- The fact that an article is not full text on one database does not mean that the Library doesn’t have it. It may be in another database the Library subscribes to, or in a paper journal that the Library owns.
- Ask at the Information Desk for help on finding a journal article not in full text in Expanded Academic ASAP, or any other database you’re searching.

Need Help? Consult Library Information Desk staff

You may need assistance with choosing the right database(s) or formulating your search strategy. Information Desk Staff can help!

- **Visit us:** Main floor of the Archer Library
- **Voice:** 585-4134/4495
- **E-mail:** ask.archer@uregina.ca

- **Chat:** Click the AskArcher logo on the Library Home Page