Locating Articles in an Online Research Database
This tutorial will help you:

• Select the best database for your topic
• Choose search terms and use them to set up a search
• Limit a search to Full Text (complete) articles
• Understand “Peer Review” and retrieve peer reviewed articles
• Use other search options to improve your results
• Review your list of search results
While working through your CSU program of study, you will often need to locate journal articles for written response questions and research assignments. The best source for locating these articles is the collection of research databases at the CSU Online Library.
Selecting the right database for your project

Selecting the right database is key. Knowing which database to use will help save you time and allow to focus in on finding the best information for your project. The following descriptions of the CSU Online Library databases can help to guide your decisions about which database to use:

**Business Source Complete** – This database includes a wide variety of full-text business-related materials, including journal articles, company profiles, SWOT analyses, and more. Students in business courses who need journal articles should begin their research here.

Business Source Complete is also the best source of journal articles for psychology and OSH assignments, and it includes the greatest number of environmental journals at the CSU Online Library.
**Academic OneFile** – This database contains full-text journal articles and additional reference materials from a broad range of academic subjects, including most topics of study at CSU. For assignments in literature, history, and philosophy, begin searching for journal articles in Academic OneFile.

**Criminal Justice Periodicals** – CSU students in a Criminal Justice course will want to begin journal research here. This database contains full-text content from more than eighty Criminal Justice periodicals.

**General OneFile** – General OneFile provides full-text magazine, journal, and newspaper articles covering a wide variety of scholarly, professional, business, and popular topics. Fire Science students who need to locate journal articles should start their research here.
Dissertations & Theses Database – This ProQuest database indexes the abstracts of doctoral dissertations and master’s theses published at leading universities in the United States and Canada. These dissertations and theses are works from the Humanities and Business disciplines. Some of the documents are available in Full Text.

GreenFILE – This database primarily provides indexing and abstracts for a wide variety of materials on the environment, but it does include full-text content for hundreds of articles covering numerous environmental topics.

Opposing Viewpoints Resource Center – This database is designed for researching opposite perspectives on current social and political issues, such as global warming, stem cell research, and immigration policies. Its information is drawn from newspapers, magazines, academic journals, primary documents, and more.

Wall Street Journal – Full-text of this preeminent publication for business news and information is available from 1984.
Getting Started: Performing a Search in Academic OneFile

1. From myCSU Student Portal, click on CSU Online Library.
2. Select Academic OneFile.
3. A screen similar to this will appear.
4. Type in the keywords of your topic.
   1. For example: You are researching inequality of marketing to women for your Sociology course.
      1. Starting Keywords:
         1. Women
         2. Marketing
5. As a time saver, limit the results to full-text documents.
6. Notice that there are additional limiters that can be set. For example:
   1. Documents with Images
   2. Publication Date
   3. Specific publication titles
7. Then click Search.
Getting Started: Performing a Search in Academic OneFile (con’t)

- Our search returned:
  - 384 Academic Journals
  - 15,292 Magazines
  - 3 Books
  - 3,873 News documents
  - 28 multimedia clips
- It is time to narrow our search further by adding another keyword: inequality.
- In the “Refine Results” field, type in inequality.
- Make certain that the ‘full-text’ box is checked.
Getting Started: Performing a Search in Academic OneFile (con’t)

- With the additional keyword, our search results are much more refined. We now have:
  - 23 Academic Journal articles
  - 9 Magazine articles
  - 7 News articles
to review.
- Click on the applicable tab in order to see the various resources.

- In order to view the full-text article, click on one of the following:
  - **Full-text**: This will allow you to view the article in text format.
  - **PDF**: This will allow you to view the article in its original publication appearance.
Additional Features to consider when using Academic OneFile

**Place phrases in quotation marks:** This will require the system search for the exact phrase rather than the individual words.

**Peer review publications:**
Peer reviewed publications are read and approved by a committee of experts on the subject and represent some of the best research available. As you advance in your courses, make certain to use peer reviewed publications.

**Date range:**
Limited by publication date
Additional Features to consider when using Academic OneFile (con’t)

**Document Type:** You can select a specific publication type. For example, Articles, Case Study, Multimedia.

**Publication Title:** Often times assignments require that you use an article from a specific publication. This limiter will allow you to identify a specific publication.

**Publication Subject:** This limiter is great to use when you are quite sure what to research. Use the Publication Subject to help select your topic.
A major benefit of knowing how to search through one database....you can now search through them all!

The reason: They might look different, but they all work the same way!

Let’s look at this screen shot of Business Source Complete.

Similar searching options:

- Key terms
- Full-text limiter
- Peer reviewed documents
- Publication date range
- Document type

The key is to jump into the different databases and experiment with the search functions.
Some additional suggestions when searching in the Electronic Databases

If you are not getting great results, perhaps one of these suggestions will be helpful:

- Check the spelling of your search terms.
  - The database may not offer spelling corrections for all misspelled words. This is often a problem when searching scientific terms or unusual authors’ names.

- Substitute a base word of the term instead, such as “hazard” instead of “hazardous.”

- Use a synonym. For example, “work,” “job,” or “career” could be used to replace “employment.”

- Limit the search by document type. You can restrict your results list to articles, case studies, reports, essays, or other specific categories of information.
If you have problems locating the articles you need or using the information that you retrieved, the CSU library staff is available to help with your research questions.

You may request research assistance by telephoning toll-free to 877.268.8046 or emailing librarian@columbiasouthern.edu.

Library service is available to CSU students as follows:

Monday – Thursday 8:00 AM – 11:00 PM
Friday 8:00 AM – 3:00 PM
Sunday 3:00 PM – 11:00 PM

All times listed are in the Central time zone.