

What is EBSCOhost?

EBSCOhost is an online system that provides access to several periodical indexes or databases. These databases contain citations, abstracts and many **full-text** articles from magazines, journals, and newspapers. Here are a few of the databases available through EBSCOhost:

- **Academic Search Complete** provides full text for nearly 1,700 journals covering the social sciences, humanities, general science, multi-cultural studies, education and more.
- **Business Source Complete** provides full text for nearly 1,090 journals covering business, management, economics, finance, banking, accounting, and more.
- **ERIC** covers publications discussing education.
- **MAS Ultra – School Edition** covers over 500 general interest and current events periodicals.
- **Military and Government Collection** provides over 340 military related periodicals.
- **CINAHL Plus with Full Text** is a source for nursing & allied health journals, providing full text for more than 550 journals. CINAHL contains more than 600,000 full-text articles dating back to 1982.

Accessing EBSCOhost

You may access EBSCOhost from at the BC Library Media Center or from home.

- At the library, open a web browser to get to the LMC Home Page, then click on [Periodicals/Databases](#). Click on *EBSCOhost*.
- To access EBSCOhost from home, go to <<http://bellevuecollege.edu/lmc>> then click on [Periodicals/Databases](#). After selecting *EBSCOhost*, you will be asked to enter your **Student ID number** and your **last name**.

Starting Your Search

1. A list of databases descriptions appear on the first screen as you enter EBSCOhost. Here, you need to select the database(s) which best suits your topic of research. Select **only** those databases that have the coverage you need since not all the databases will be useful for all searches. Click on the **Continue** button to proceed.

2. By default, a **basic keyword** search textbox is provided. Use a basic keyword search to find articles about a topic using single words or phrases (i.e. diabetes, global warming, campaign finance reform, etc.).

Here you may also **limit** your search in the following ways:

- Limit to articles that are available full-text through EBSCOhost.
- Limit to articles that are in periodicals that the BC Library owns.
- Limit to articles that are in scholarly or peer-reviewed publications.
- Limit the title of the magazine / journal / newspaper.
- Limit the articles by the date of publication.

Or **expand or broaden** your search in the following ways:

- Expand the search with the keyword searched within the full text of each article. This means that all words in the articles' text are indexed.
- Expand the search to include **related** keywords. i.e. dog: canine, pup, puppy, mutt, mongrel.

To continue with the basic keyword search, you need to click on **Search** after you have typed in a relevant keyword in the **Find** (search) field textbox and selected the **limiters** and/or **expanders**.

Searching Tips

Boolean operators

Search terms may be linked together using the Boolean operators **AND**, **OR**, or **NOT** to further define your search.

AND: Use **AND** to combine two or more words to reduce or narrow your search.

EXAMPLE: sleep **and** walking

(EBSCOhost finds documents in which both "sleep" and "walking" are present.)

OR: Use **OR** to broaden your search to find documents on a greater number of topics.

EXAMPLE: injury **or** trauma

(EBSCOhost finds documents in which either "injury" or "trauma" are present.)

NOT: Use **NOT** to narrow your search by excluding terms. Use this with **caution**. You may inadvertently exclude articles you want to see.

EXAMPLE: television violence **not** book reviews

(EBSCOhost finds documents in which "television violence" occurs but will exclude those in which "book reviews" also occurs.)

NOTE: You can combine AND, OR and NOT searches into one search statement. Always use parenthesis to separate the different parts of the search statement.

EXAMPLE: (teenagers **OR** youth) **AND** sports injuries

Using Truncation (*), the Wild Card (?), and Proximity Operators (N or W)

- To find words beginning with a specific word stem, use **truncation(*)**; enter the word stem followed by an asterisk (*).
EXAMPLE: walk* finds "walk", "walked", "walking", etc.
- To find words with variant spellings or plurals, use the **wild card(?)**. Replace each unknown letter in a word with a "?" to find words that contain **any** character in place of the "?". **EXAMPLE:** wom?n finds "woman" or "women".
- To find words **in any order** and with a maximum number of intervening words, use the **Near Operator (N)** followed by a maximum number you specify. **EXAMPLE:** tax N5 reform finds "tax reform" as well as "reform of income tax".
- To find words **in the order you entered them** and with a maximum number of intervening words, use the **Within Operator (W)** followed by a maximum number you specify. **EXAMPLE:** tax W8 reform finds "tax reform" but does not find "reform of income tax".

Viewing Your Results

After you search the database, the **Result List** window appears. The number of results your search found is displayed in the top left corner of the Result List window.

To browse the Result List:

- press the PAGE UP or PAGE DOWN keys to move up or down one screen at a time, or
- click on the scroll bar at the right of the screen.

To view the full-text of an article (when available),

- click on the title, or
- click on the words [HTML Full Text](#). Other options for viewing and printing: [PDF Full Text](#) is a scanned version of the article and is good for printing pictures or other graphics. Generally, it may take longer to download to your computer. See the "Printing, Downloading, or E-mailing Your Results" section of this handout for help e-mailing a PDF file.

Printing, Downloading, or E-mailing Your Results

There are 2 different methods by which you can print, e-mail, or save to a disk. Article citations and full text can be printed one at a time or as a list.

1. To **print, e-mail, or save to disk** an article citation or full text one at a time, you must first be looking at the full record provided by EBSCOhost. Then:

- To e-mail your results: Click on the e-mail link. This will open up a dialog box for you to enter your e-mail address. Then click the **Send** button.
- To download or save your results, insert a storage device into the appropriate drive. Follow the instructions given by EBSCOhost.
- Printing is permitted in the BC library, but costs \$0.10 per page. Printing is free in the Student Computer lab in the N-building on campus or at any remote location when accessing EBSCOhost with your student ID number. To print an article, simply click on the **Print** button at the top of the record and follow the instructions.

2. To **print, e-mail, or save to disk** article citation or full text in multiples, click the **Folder** icon to the far right of each citation on the results page. Or you may click the **Add to folder** icon at the top of each individual citation page.

- To view/print, e-mail, or save the items in your folder, click on the **Folder has # items icon**.
- You can then print, e-mail or save without looking at the full record of the article. Be aware that your folder's content has a time limit when you are not actively engaged in the folder—your folder items may 'expire'.

Choose the format you want to print, e-mail or save:

- **Full Text:** If the article is available in **Full Text**, the box will already be checked.
- **Field Format:** Select if you want the bibliographic information about the article in the **Brief Citation, Brief Citation and Abstract** or **Detailed Citation and Abstract** format. EBSCOhost defaults to the **Detailed Citation and Abstract** format.
- **Citation Format:** You can select to have the bibliographic information about the article formatted to a specific documentation style such as APA or MLA documentation.