

How to Search Academic Search Premier an EBSCOhost® research database



Ohio Dominican University Library

What is Academic Search Premier?

The Academic Search Premier database covers a wide variety of subjects. It contains information from over 3400 journals and is an excellent starting point when you are looking for articles on a topic.

You are using an EBSCOhost database if you see the blue/green logo in the upper-left corner of your database window. Some other EBSCOhost databases are:

- **Business Source Premier**
- **Newspaper Source**
- **Psychology & Behavioral Sciences Collection**
- **SPORTDiscus**
- **Religion & Philosophy Collection**
- **Sociological Collection**

Step 1. Connect to the database

- Use your Web software to connect to the ODU Library homepage:
<http://www.ohiodominican.edu/library>
- From the Library's homepage, follow these links:
Articles in Databases → Click on "A" at top of screen → Academic Search Premier

Step 2. Start Your Search

Frequently this is a keyword search as follows:

1. Use the **Find** box to type in your search term(s). Options:
 - Type a single keyword or phrase
Example: kenya
Example: global warming
 - Type AND, OR, and NOT in your searches
Example: travel and europe
- Finds items that contain both "travel" and "Europe"
Example: college or university
- Finds items that contain either "college" or "university"
 - Type an **asterisk** (*) to search for different endings of a word
Example: comput*
- Finds "compute," "computer," "computers," "computing," etc.
2. Select from any of the **limit** options you would like to choose.
Example: Scholarly (Peer-Reviewed) Journals
- Finds only what has been published in scholarly journals
Example: Document Type = Articles
- Finds only articles
3. Click on the **Search** button to perform the search.

Step 3. Limit or Expand Your Search

1. From the results list screen, click on the blue **Refine Search** tab to change your previous search.
 - To find fewer articles, select one or more of the **Limit your results** options
 - Example:** Scholarly (Peer Reviewed) Journals
- Limits the search to scholarly journal articles
 - To find more articles, click on **Expanders** in the upper right corner of the limit screen
 - Example:** Also search within the full text of article
2. Use a **question mark (?)** to replace a single letter within a word.
 - Example:** wom?n (will find woman and women)
3. To limit the search to a specific field, choose **Default Fields** from the drop down menu.
 - Example:** angelou, maya in SU Subject
- Finds articles that focus primarily on the subject of Maya Angelou

Step 4. Review & Locate Your Articles

1. **To find out more about an article**, click on the article title. You can review the article citation and an abstract, or summary, of the article. (To go back to your list of records, click on [Result List](#) near the top of the screen.)
2. **To obtain a copy of an article**, look for one of the following options:
 - **HTML Full Text** – To view the complete text of the article online (no graphics or images)
 - **PDF Full Text** – To view the complete article online, including graphics, charts, photos, etc.
 - **Find a Copy** – To see if the article is available in full text online in print at the ODU Library
3. If you click on **Find a Copy**, you will have the following options available in a pop-up window:
 - A. If the article is available in full text, you will see a link for full text on the left side in your pop-up window, for example: [View full text of this article in the EJC](#). Click on the link and follow the prompts for full text.
 - B. If the above full-text link is NOT displayed on the screen, then click on the link [Search by title in the Ohio Dominican University Library Catalog](#) to search for the journal title in the **ODU Library Catalog** using a Title search.

If the journal is in our library, then use the ODU Library Catalog to:

 - 1) make sure the VOLUME & ISSUE NUMBERS you need are available
 - 2) note the journal's LOCATION.
 - C. If the journal in which the article is published is NOT in our library, then return to your options in the pop-up-window and click on **“View Inter-library Loan Options”** so that you can do an Interlibrary Loan Request to obtain a copy of the article (allow 3-10 days for processing). For more information on interlibrary loans, visit the library homepage and click on **Access Services**, then **Interlibrary Loan**.

Step 5. Print, Email, or Save Your Articles

➤ **Print an HTML Full-Text Article or an Article Citation**

1. From an open **HTML Full Text** article or citation, click on **Print**.
2. The screen verifies the print request. Click on **Print**.
3. Click on **Print**.

➤ **Print a PDF Full-Text Article**

1. From an open PDF Full Text file, click on the printer icon directly above the article.
2. Click on **Print**.

➤ **Email a Full-Text Article or an Article Citation**

1. Click on the article title, then click on **Email** near the top of the screen
2. Type your email address, email subject line, and what you wish to include
3. Click on **Send**.

➤ **Store Multiple Full-Text Articles and Print, Email, or Save to Disk**

1. From the articles result list, click on **Add** to store an article to a folder.
2. Click on **Folder has # items** to view the stored articles.
3. Choose **Print, Email, or Save to Disk**. * Please note that PDF Files cannot be stored or printed from within the Folder feature.

For more help or to use some of the database's advanced search features,
click on **Database Help** near the top of the database search screen,
Or contact a Reference Librarian: tel. (614) 251-458, toll-free (888) 681-8044,
email refdesk@ohiodominican.edu.