III.   Search the Databases for Journal Articles, Online Databases and Books, etc.

1.   What are online databases?

A database is a structured collection of information. The TSU Library's webpage is an online database of books, and other formats. Click on the *Online Catalog* and search by author, title, subject, keyword or call number. The online database for journals is a tool to look for articles relevant to your research. A journal database search will provide citations (the source of the article), abstracts (brief descriptions of the article's content) or full text articles (the article in its entirety).

Full-text articles can be printed or saved on a disk. If the article is unavailable in full-text online, you may search to see if the library subscribes to the print periodical. TSU Library subscribes to a variety of online databases, many of which are subject specific. These databases are available on and off campus. They may be accessed through the library webpage by clicking on *Databases* or *Databases by Subject* at:

http://www.tnstate.edu/library/

Interlibrary Loan (ILL) is a cooperative service which makes materials available to patrons which are not in our collection. ILL involves submitting a form with contact information and you can be notified.

In order to use the databases properly, you should be able to understand their: structure, type, coverage and attributes.

a. Structure-

Databases contain a *record* for each item it holds: books, journals,videotapes, etc.). A book record will contain *fields* such as: author, title, publisher, subject headings, call number, and others.   A periodical record may contain fields that include author, title of the periodical, volume and issue number, date, year and page numbers.

b. Type-

The nature of the information contained in a database determines its type. The main types of databases include Bibliographic, Full-text, Numeric, Image, Audio and Mixed.

Bibliographic databases.   The Bibliographic database may contain a **"citation"** (Author, Title, Publisher, Date, Volume Number, Page Number, etc.) or an abstract (a summary)

describing the item. Many full-text articles are located in online databases. An example of a record from a bibliographic online database on our online catalog may look like this:

  Title: Understanding economic forecasts / edited by David F. Hendry and Neil R. Ericsson.

  Call Number: HB3730 .U49 2001

  Publisher: Cambridge, Mass. : MIT Press, c2001.

  Subject Heading(s): Economic forecasting

  Display Related Subjects

  Description, xvii, *207 p.:* ill.; 23 cm.

  Notes: Includes bibliographical references (p. 193-202) and indexes.

  Other Name: Ericsson, Neil R.

  ISBN: 0262083043 (hc.:alk.paper): $25.95

  DBCN: ACK-5019

  Item Holdings

  Location – Shelf-Williams Campus

  Call Number-HB3730 .U49 2001

  Material- Book

  Status- Available

The information above completely describes the requested item, such as: title of the book, author(s) or editor(s), call number, publisher, place of publication, and the year copyrighted, subject area of the book, number of pages, whether the book has illustrations and/or bibliographies, International standard book number (ISBN), the location and the availability of the item.

Bibliographic indexes for journal articles provide citations and abstracts for your topic. For example, you may search the database *ABI/Inform* (Proquest*)* for the subject electronic funds transfers for articles. Indexes

provide citations (i.e., article title, author, journal title, date, volume number, and paging), abstracts and often full-text articles. An abstract (article summary) and indexing are given to assist in selecting articles that are not in full-text.

Search Tips

- Use "quotation marks" to search for exact phrases.
- 2 word or 3 word queries to search by default.
- Truncation and Wildcard ?, *
- Boolean operators (AND, OR, NOT) to connect terms.
- Ignore stop words (the, an, and)
- Retrieve: Print/E-Mail/Save buttons.

Full-text Databases

Full-text online databases contain the complete text of publications with abstracts and indexing. For example, EconLit provides full-text, citations and abstracts. The abstracts should be read for appropriateness for your research. To improve search results in full-text and bibliographic databases, use: AND, OR, NOT, dates, parenthesis, truncation and wildcard (econom* will find economy, economics, economical, etc.), (wom?en will find women and woman).

Numeric Databases

These databases generally provide numeric data, including statistics, financial data, fact sheets, institutional holdings, annual reports, etc. Mergent Online and Thomson Financial are comprehensive databases that provide company data and annual reports on U.S. and international companies; Statistical Abstracts of the United States database provides extensive statistical information – including data for states, metropolitan areas, cities and foreign countries.

Image Databases

These databases provide access to art prints, animations, photos and others. For example, if you access the Library's Virtual Reference web page you will find a list of museums and art resources that display images. For Example, *Digital Imaging Project p*rovides over 900 historical art images that cover from pre-historic to Post-Modern period.

Audio Databases

These databases provide access to audio clips to music and sound effects. For example, Library's Virtual Reference web page would provide access to Music where you may listen to *ALL THAT JAZZ* or can click on *Rock Around the World* to listen to national and international legends of rock, such as Stevie Wonder, Paul McCartney, and the Rolling Stones. from the seventies #1 rated radio shows.

c. Coverage

The selection of appropriate databases is an important factor in finding relevant information. A description of information covered by a database is usually found in the introductory screen.

Subject Area-

Some databases are subject specific, such as: economics, business & management science, social science, etc. The following databases cover information in Economics: *EconLit, Thomson Financial, ABI/Inform, Business Index ASAP, EDGAR, WilsonWeb, Science Direct, and* etc. Other databases cover areas in a more general nature or a mixture of subject areas, such as InfoTrac (Academic ASAP) or EBSCOhost (Premier Search Premier). Databases by Subject are located at:

http://www.tnstate.edu/library/milcat/mildata.htm

Type of Publication-

Databases may contain information from only periodicals. For example, Project Muse will give you access to fulltext, full-image periodical articles they publish in the areas of social sciences and humanities, etc. Some databases will include information from a combination of sources such as periodicals and books. For example, Wilson Web-Applied Science, ScienceDirect, and Wiley InterScience will provide you with articles from periodicals and chapters from books. Some databases include only popular sources such as magazines and newspapers. You can use these databases for leisure reading, examples are: *InfoTrac-Expanded Academic ASAP* and *EBSCOhost* . On the other hand, some databases include scholarly or peer reviewed articles found in scientific journals. For example, *WILEY,ScienceDirect and MIT Press* will provide access

to scientific journals and materials. Databases differ in frequency of updating materials, accessibility of the most recent periodical articles and the publication dates of the materials included. Sometimes publishers put an embargo on the availability of the recent issues. That is, an embargo has been placed for the last two years. Another feature to consider in selecting a database is the availability of the material. You may select a full-text database for immediate access. If full-text is not available, you may be able to find the article in the library's print collection, another database, or through Interlibrary Loan, if you are willing to wait. *Online Forms* for Interlibrary Loan is located at:

http://www.tnstate.edu/library/forms.htm

d. Attributes

After you have selected the databases, you will need to determine if it has controlled vocabulary, allows field search or free-test indexing. The Controlled Subject Terms are used for precise searching of subject fields in databases such as ABI/INFORM. Browse the vocabulary online or download if prefer printed version. If you search under ??? you will find a selection of subject headings to chose from.

Subject Headings may be found in special thesaurus, like in *Thesaurus of Psychological Index Terms*, or the *Library of Congress Subject Headings*. You may search most databases by subject (controlled vocabulary) OR keyword (your own words).

Some databases *use field searching*. This means that the search term you use is only looked in specific fields. For example, if you are using the Library's online catalog and select the keyword search, your search will locate items with that specific search term in the title, subject or content fields. On the other hand, some databases use *free-text searching*. This means that the search term you have selected will locate items anywhere in a document or record. This type of searching may return false drops or irrelevant items because the search term you have located will be located in any field. Some databases may give you the choice for field or free-text searching. Check the sites for this information before you begin your search.

2. Searching Databases

A. Search Strategies –

Your library provides access to over 100 databases. You can search these databases from any computer on campus and/or from off campus sites. To select the type of database that will provide appropriate and relevant articles, you may consider the following:

subject discipline of your topic – specialized or multidisciplinary

type of resources needed – basic sources, scholarly sources or professional/trade sources

the target audience – is the research for a term paper, independent study, senior project, thesis or dissertation?

B. *Databases at TSU Libraries and Media for Economics and Finance*

ABI/Inform (Proquest)

Coverage & Frequency: 1971- present and updated daily. Searched by subject, keyword or by publication.

Description: a premier source of business information from more than 1,300 leading business and management publications, covering industry -specific conditions, trends, and topics worldwide.

MIT Press

Years Covered: Varies by journal titles. You may want to browse journals by subject or title to see the coverage for each journal.

Relevancy: Economics, Finance, and Business.

Truncation: *

Search Tips:

1. You can search this database by **BROWSING** the journals and/or by searching a phrase(s). For example, you can browse the MIT database by journals your library subscribes to. In this case you will have access to full-text articles.

You may choose the format of the article by clicking next to RealPage, RealPage Plugin, PDF (full-document), PDF (page at a time) and SVG (page at a time).

You can also browse by title, subject, publisher and LC Classification of the MIT journals.

You may choose to browse all **MIT Journals**, not just those subscribed to by your library. In this case, your Interlibrary Loan librarian can obtain articles you need.

2. You can retrieve information from this database by using the **SEARCH** mode. You can search for articles through combinations of authors, article titles and abstract keywords. To include the full-text of the articles, you may check the Include *Full-text box*, or select *Full-text* from the drop down list of fields.

ScienceDirect

Years Covered: Varies by journal titles. You may want to browse journals by title, subject and publisher to find out the years covered. Usually the coverage is from the date the journal is published.

Relevancy: Business, Management and Accounting, Economics, Econometrics, and Finance, and Social Science.

Truncation: **(!)** , **(*)**, **(**)**

Search Tips: **(!)** Use this wildcard character to find root word plus all the words made by adding letters to the end of it. For example, e-bank**!** would find e-Banks, e-banking, electronic banking**.**

a. (*) An asterisk replaces characters anywhere in a word, except the first character. Use one asterisk for each character you want to replace. For example, wom*n would find woman and women.

b. An asterisk can be used to hold a space for variations in spelling at any point in a word. For example, bernst* would find both the ei and the ie spelling of the name. If you use (*) asterisks at the end of a word, they do not all have to be filled, but may find up to the specific number of characters. For example, transplant** would find transplant, transplanted, transplanter. Note: the wildcard characters (**) will replace that number of letters.

c. The **(!)** is used to find all the variations of transplant wildcard character. To find a journal or publication you can use the journal title finder search box, available when you click on journals on the navigation bar. Alternatively, you can browse the alphabetical journal list. The journal screen allows you different options for browsing the list. A drop down

menu allows you to choose to view the entire journal list available on ScienceDirect {**Subscribed or Non-subscribed** by your library}.

Quick Search – can be used for an author or subject search. The search will look for any relevant results from abstracts, titles, authors and article keywords. Enter the search terms into the Quick Search bar beneath the main navigation bar. You can search all Full-text Sources, All Journals, This Journal, This Issue, This article, etc. You may use the Boolean syntax to produce precise results. It is better not to use words that are too general, such as "cell" or "behaviour" as they will retrieve too many results.

Basic and Advanced Searching- will perform accurate or detailed search queries, improve the relevancy of the retrieved articles or save your search queries. With this type of search you can search across all journals, a subset of journals (by subject), abstracts databases, Scirus, etc. Additionally, you can specify to search for your phrase within the abstract, title, author, references, or full-text of the content. You can also limit your search by date or the journal volume, issue and page number.

Search With-in Results- will enable you to refine your Search. You can run a new search that is restricted to the list of articles you are already viewing. You can perform unlimited number of refinements, each time restricting your search to only the list of results you already have. Each stage of refinement appears in the search history, allowing you to return to any stage of your search at any time.

Search Using Scirus- You can search across the entire web for additional scientific information via Scirus tab on the search form. This search complements the content available on ScienceDirect. A Basic Search for electronic banking using Economics, Econometrics, and Finance retrieves 291 journal results, a search under Scirus that searches the entire web renders 11,077 entries.

SpringerLink

Years Covered: Varies with title.

Relevancy: Economics

Truncation: (*****) asterisk substitutes any character from none to infinite number.

(**?**) question mark substitutes exactly one character

Search Tips: **Easy Search** allows you to search for any terms in abstracts and bibliographic data. Type in one or more search terms and mark how they are to be connected:

Use **OR** to find alternative spelling of words, such as e-banking or electronic banking.

Wiley InterScience

Years Covered: Varies with journal.

Relevancy: **Business, Economics, Finance and Investments**

*Truncation: ***

Search Tips: **Search** allows you to locate articles in a goal-directed manner by restricting the scope of the search to individual fields of an article. Results are displayed whenever exact matches are found for search terms. Searching is supported for the following fields:

- All text
- Article title
- Section title
- Author
- Keywords
- DIO
- Tables
- Figures

Basic Search allows you to:

- select the desired field in the pull-down menu
- specify the search expression in the text field next to the menu. To search using word roots insert the asterisk **(*)** . For example, **robot*** will find results for robot, robots, robotic, etc.
- click on the Begin Search button

Advanced Search allows you to :

- find characterization of materials contents specifically by entering any combination of article title, section title, author, keywords, DOI, table, or figure.

- select the desired field in the first pull-down menu

- specify the search expression in the text field next to the menu. To

search using word roots insert the asterisk (*).

• you can specify up to five search expressions, which are combined using AND or OR. For example, you can search for all articles of the title which contains the word "robots" AND are authored by "Young".
As a short cut for OR, you can use the comma ",". For example, the search expressions: gene**,** therapy and gene **OR** therapy
returns items that contain either gene or therapy.

• to limit the search to specific subject areas, select the appropriate subject from the scroll down menu in the Journals in Subject Category.

• to limit the search to a specific date of online postings or to a range of dates, click the appropriate radio button and complete your date selections using the drop-down menus provided.

• Click on Begin Search button:

To search for variants on an author's name. Separate the parts of the author's name with AND. For example, to find Joel F. Liebman, enter Joel AND Liebman or Liebman AND Joel.

The relevancy value rates the search results between .01 (partial match) and 1.00 (complete match)

Reference Works/Encyclopedias section allows you to peruse the alphabetically ordered listing of the encyclopedia's articles by clicking on the Articles button on the encyclopedia's homepage or A-Z button on the navigation bars. For example, you may read articles on robot dynamics, robot kinematics, robot path planning and robots.

Article Content Links allow you to follow other links that help to navigate to points within the article section or to a different article. They include:

• equations- displayed as "equation (1)", the link shows image equation where it appears in the article

• cross references- displayed as "(see Name of Article)", the link opens the selected article in the window.

WilsonWeb

*Years Covered***:** 1983-Present

Relevancy:

Access to full-text articles in applied sciences, education, humanities, library literature/information, and social sciences

Truncation Symbol: *****

Search Tips: For **Basic Search,** select one or more databases, and Natural Language Search or Boolean Search. Enter a word or phrase and click start.

To use **Natural Language Search**, you need to enter a phrase or complete sentence.

Effects of electronic funds transfers on banking retrieves 137,927 records

To use **Search/Boolean Operators**, enter a constructed search string. For example, *(e- banking or electronic funds transfer)* will retrieve 109 records.

Boolean Searches operators (and, or, not) do not require brackets. To eliminate stemming (variation of a word) include " " quotation marks around the word such as "painting". Paint or painted will not be included in the results.

You can use **wildcard ?** question mark as a substitute for a single alphanumeric character. It is very useful when you are unsure of a spelling. For example, *einst??n* retrieves the correct spelling for Einstein.

Advanced Search enables you to enter a word or phrase in the first text entry area and make the appropriate selection from the: drop-down list (All-Smart Search). When using All-Smart Search query do not use truncation symbols or other special characters. The search results will automatically show the most relevant articles at the top of the set when the Sort by relevance option has been selected.

To formulate a search within a specific field, select and, or, not and enter additional terms in the secondary area. You can also use the third entry area for a more complex search.

For example:

e-banking   _____ All-Smart Search
OR
*electronic funds transfers*_____ All-Smart Search
OR

sorted by Relevance, within last 12 months will retrieve 249 records.

Other selected databases that will provide information in the area of Economics and Finance are:

> *ABI Inform*
> *EconLit*
> *Thomson Financial*
> *Dissertation Abstracts*
> *EBSCOHost-Academic Search Premier*
> *EDGAR*
> *Emerald*
> *GPO*
> *InfoPlease*
> *InfoTtrac -Business & Company Profiles*
> *Lexis-Nexis*
> *Mergent Online (Fisonline)*

3. Locating Print and Electronic Journal Articles

The quickest way to locate and access journals efficiently is via Complete List of Online and Print Holdings, located on TSU's Webpage at:

http://fj8cm8pf4g.search.serialssolutions.com/

This service will provide you with:

- List of print journals held by the library.
- List of online databases the library subscribes to.