Find an article in a database

1. a. Begin at My Ara: https://myday.ara.ac.nz/
   
   b. Click on the Primo Library Search tile

Find a database if you know its name
   a. From Primo Library Search click on Databases
   b. Choose your database from the A-Z List

Find a database by subject
   a. From Primo Library Search click on Subject Guides
   b. Choose your subject
   c. Click on Articles / Databases
   d. Click on the Recommended databases

Search a database

   For most databases:
   a. Log in with your network / Moodle username and password.
   b. Click on Advanced Search.

Search tips for most databases

- Use * to find words with different endings e.g. behav* finds US and UK spelling of behaviour.
- Use speech marks to search for a phrase e.g. “quality of life”
- Use OR to broaden your search for similar terms e.g. e.g. elderly OR older OR aged
A search strategy

a. Enter your search terms with each topic on a separate line.

```
Searching: CINAHL with Full Text
"cognitive behavi* therapy"
AND older OR aged
AND "quality of life"
```

b. Apply any of the following to refine your search as required.

- Tick **peer-reviewed** (Peer-reviewed means articles have been checked by experts in their field)
- Tick **full text** (but not if you are doing a literature review as this can limit your results too much).
- Add a **date range** if needed.

Email your articles to yourself

a. Add each useful article to a folder. E.g. In a **Gale** database or in an **EBSCO** database

b. After you have added all relevant articles, look for a **Folder** in the top bar

e.g. In a **Gale** database

and in an **EBSCO** database

c. Click the email icon and before you click on **Send**, fill in the **Email Manager** with:

- your email address
- your course code in the Subject Line to easily keep track of your articles.
- **APA** format selected for the **Citation** format.
Find the APA reference for any article
In a **Gale** database under **Tools** choose **Citations Tools** and choose the APA citation format.

In an **EBSCO** database under **Tools** choose **Cite** and then the APA citation format.

Print your articles

- a. Click on the **PDF** when available for any title.
- b. Hover over the article with your cursor to click on the **print** icon.

Print your search history

After searching in an **EBSCO** database using **Advanced Search**:

- a. Click on **Search history**.
- b. Tick the box next to the searches you want to print.
- c. Click **Print Search history**.

Note on Academic OneFile

When searching **Academic OneFile**:

- You can change **keyword** to **abstract** to focus your results.

For further assistance

- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: library@ara.ac.nz