Find an article in a database

a. Begin at Campus Life:  http://campus.ara.ac.nz

b. Click on Library

Find a database if you know its name

a. From the homepage click on
b. Choose your database from the A-Z List

Find a database by subject

a. From the homepage click on
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.

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

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