

Emailing your articles

- 1 Add each useful article to your folder by clicking the blue folder beside each article name



- 2 After you have added all relevant articles select the **Folder** in the top bar



- 3 Tick next to **Select All**

- 4 Click the **email icon** and fill in the email manager with:

- your email address
- your course code in the **subject line** or terms to help you keep track of your research in your emails
- Change the **citation format** to **APA** so this is also emailed to you. (Always check your citation using APA referencing: a guide for Ara students)

- 5 Click **Send**

Printing your articles

- 1 Click on the **PDF full text** when available for any title



- 2 Hover over the article with your cursor to click on the **print icon**



Printing your search history

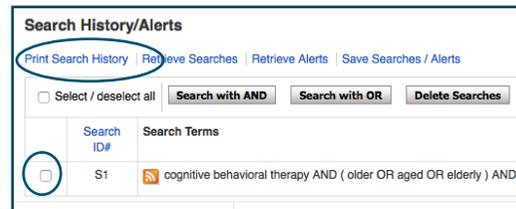
From the Advanced Search page

- 1 Click on **Search History**



- 2 Tick the box next to the searches to print

- 3 Click on **Print Search History**



Kā tautoko ako
Academic Support Services

Finding an
article
in a database



For further assistance contact:
Academic Support Services
03 940 8089
library@ara.ac.nz

03862

Finding a database

- 1 Go to Campus Life (<http://campus.ara.ac.nz/>)



- 2 Click on **Library**



- 3 Find a database if you know its name

- a From the Library homepage, click on

Databases

- b Choose your database from the A-Z list

- 4 Find a database by subject

- a From the Library homepage, click on

Subject guides

- b Choose your **subject**

- c Click on **Articles/Databases**

- d Click on **Recommended databases**

Searching an EBSCO database

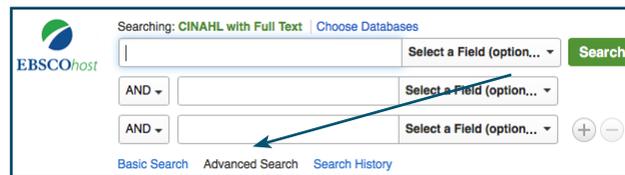
- 1 Examples of EBSCO databases include:

- Australia/New Zealand Reference Centre
- Business Source Complete
- CINAHL

- 2 Click on a database, eg CINAHL

- 3 Use your network username and password to log in if prompted

- 4 Select **Advanced Search**



Search tips you can use in most databases

- Use * to find words with different endings, eg child* finds child, childhood and children
- Use speech marks to search for a phrase, eg "cognitive behavi* therapy" (note behavi* finds both the US and UK spelling of behaviour)
- Use **OR** to broaden your search for similar terms, eg elderly **OR** older **OR** aged

A search strategy

- 1 Enter your search terms with each topic on a separate line



- 2 Apply any of the following to refine your search as required

- a Tick **Peer-Reviewed**

(Peer reviewed means articles have been checked by experts in their field)

- b Tick **Full Text** (except if you are doing a literature review as this can limit your search too much)

- c Add a **date range** if needed

- 3 Click on **Search** to perform your search



Tip: you can use this search strategy in most databases, not just EBSCO databases.