Find an article in a database

1. a. Begin at My Ara: https://myara.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. Scroll down to Recommended databases and choose a database

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. elderly OR older OR aged
A search strategy

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

   ![EBSCOhost search example]

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 an **EBSCO** database it’s a plus icon.

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

   e.g. in an **EBSCO** database it’s a folder icon on the top right.

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

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Asklive
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email: library@ara.ac.nz