

Find an article in a database

1. a. Begin at **My Ara**: <https://myara.ara.ac.nz>
- b. Click on the **Library Search** tile



Find a database if you know its name

- a. From **Library Search** click on **Databases**
- b. Choose your database from the **A-Z** List

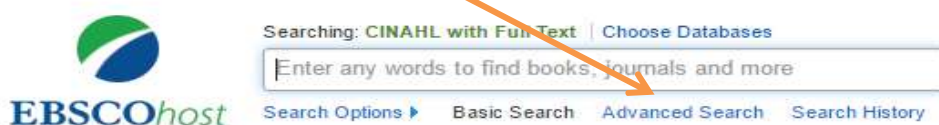
Find a database by subject

- a. From **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.



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

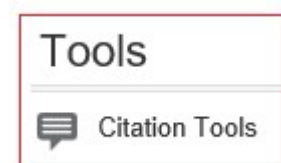


c. Click the email icon and before you click on **Send**, fill in the **Email Manager** with:

- 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.

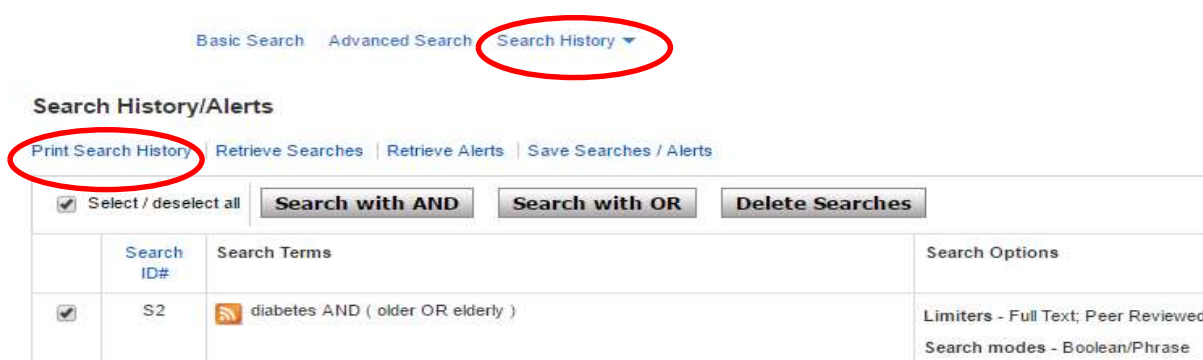
Print your articles

- Click on the **PDF** when available for any title.
- 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**:

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



Note on Academic OneFile

When searching **Academic OneFile**:

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

Search for	diabetic foot	in	Abstract ▼
And ▼	older OR elderly OR aged	in	Abstract ▼
And ▼	treatment OR management OR assessment	in	Keyword ▼

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