



# Find articles in Academic OneFile database

**☆**GALE Using a Gale database

### **Find Academic Onefile**

1. Begin at **My Ara**: <a href="https://myara.ara.ac.nz">https://myara.ara.ac.nz</a>

2 Click on **Library Search** 



- 3. Click on **Databases**
- 4. Click on Academic Onefile (GALE)
- 5. Use your **student email and password** to log in if you are prompted.
- 6. Select: Advanced



### Search tips

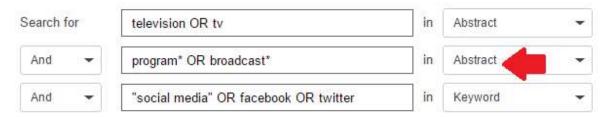
Use \* to find words with different endings e.g. program\* finds programme, programmes, programs, programming.

Use speech marks to search on a phrase e.g. "social media"

Use **OR** to search on words of similar meaning (synonyms) e.g. "social media" **OR** facebook **OR** twitter

## Enter your search strategy

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



- b. Focus your results by changing **Keyword** to **Abstract**.
- c. Click on Search.

### Sort the results

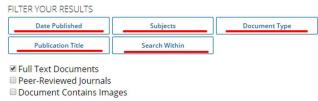
Next to **Sort by** click on **Relevance**.



## Refine your search

Apply any of the following filters in the right column if required:

a. Tick Full Text Documents (but not if you are doing a <u>literature review</u> as this can limit your results too much.)



- b. Tick **Peer-Reviewed Journals** if you need articles that have been checked by experts in the subject. (Check with your tutor).
- c. Tick 'Document Contains Images' if required.

### For further assistance

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