STEP-BY-STEP INSTRUCTIONS
ON HOW TO FIND ARTICLES THROUGH THE LIGHTNER LIBRARY
WITH SCREENSHOTS
STEP 1: VISIT THE LIGHTNER LIBRARY WEBSITE

www.keuka.edu/library
Click “Databases by Subject” from our Home Page.

(Find an Article can also be useful when you are looking for a quick alphabetical list of our databases.)
USING THE DATABASES BY SUBJECT TOOL TO CHOOSE THE RIGHT DATABASE FOR YOU

Choose a subject that best fits your topic.

If your topic doesn’t fit any of the subjects, try one of the Popular Databases on the right.
Choose a Database Type, depending on what type of source you need.

If you don’t know what source you want/need, leave this unselected.

Keep in mind, most databases have a mixture of types of sources available.
USING THE DATABASES BY SUBJECT TOOL TO CHOOSE THE RIGHT DATABASE FOR YOU

This allows you to select from a list of databases which are best for your specific topic and research needs.
Once you’ve chosen a database, click it to log in and start searching the database.
If you are using an EBSCOhost database (such as Academic Search Premier), you can click “Choose Databases” to search in more than one EBSCOhost database at a time.
You can use this tool to select only the EBSCOhost databases which pertain to your topic (See the slides on using the Databases by Subject tool).

Or you can choose to “Select All” to search every EBSCOhost database at once.
Enter your search term(s) into the search box(es).

Select the “Full Text” checkbox if you don’t have time to wait for Interlibrary Loan, and you want all of your results to be available to read in full right away.

Select the “Scholarly (Peer Reviewed) Journals” checkbox if your instructor has asked you to find a certain number of peer-reviewed articles. This will limit your results only to those that are from peer-reviewed journals.
After we get our first set of results, we may find that we have hit a very large number of results. However, there are several ways we can narrow these down. See the next slide for some of those ways.

Also, take note that there are multiple ways to sort and view your results. Experiment with the “Relevance” and “Page Options” tools on the right side of the page.
USING DATABASES TO FIND ARTICLES: WAYS TO NARROW RESULTS

Look on the left side of your results page. You will see a number of options which will allow you to narrow your results.

The first one is the Publication Date. You will usually want the most current resources, so slide the years up to the last 5-10 years.

The next is Source Types, which allows you to choose the types of sources you want to use (newspapers, magazines, ebooks, academic journals, etc.)
There are even more ways to narrow down on the left side of your results page.

You can limit your articles to only those in English (or any other language).

You can limit the populations your articles deal with to certain genders, ages, and/or geographic regions.

Don’t forget!! You can also add more search terms to narrow your results.
When you find an article that looks good, click on the title to find out more.
Now you are viewing the information page for the article you chose. Read the Abstract to find out more.

The “Source” is the name of the journal the article came from. This information is useful for when you need to cite the article in your paper.

Click “PDF Full Text” or “HTML Full Text” to read the entire article.

For articles with no full text available, see Slide 18.
USING DATABASES TO FIND ARTICLES: VIEWING AN ARTICLE

If you are viewing the PDF version of the article, you should see a page that looks something like this.

Notice the tools on the right-hand side (circled).
The circled tool is a printer icon, which allows you to print the article. Notice there is another icon that looks like a printer. That one will only work for HTML Full Text files, but not for PDFs.

The tool with a rectangle around it is the emailing tool to email the article to yourself or to classmates.

The tool with a triangle around it is the citation tool. This will generate a citation in the style you need, but be ready to check it against your citation guide because they often have mistakes.

The chain-link tool with a banner around it is the “Permalink” tool which provides a permanent URL for the article, which you can include in your citation for the article.
Occasionally, you will find an article that has no full text available in the database. There are a few things you can try in this scenario.

You may notice that articles without full-text often have the PlumX Metrics link. You can ignore this link. It will not help you to find the full text of the article.

Click on the article title to get more information.
Take a look at the article information. Note the Source (Journal) title, the article title, and the year published.

Then click “Full-Text Search” on the left.
Full-Text Search opens a new window and reveals that this journal is carried in full text in one of our other databases.

This database has a year range that includes the year our article was published, 2011, so we know this database will have the full text of our article available. Click the title of the database.

If Full-Text Search came up with no results, skip to Slide 23.
Now you are viewing the database's information page about that journal.

To quickly find the article, search for the article title in the “Search Within Publication” box.

Another option is to find the correct volume and issue to find the article listed there.
Once you have located the article, you should be able to see that the full text is available.

Click the full text link to view the article as usual.
If Full-Text Search came up with no results, the next step is to try searching for it on Google Scholar.

Highlight and copy the article title.

**Diet and food insufficiency among Hispanic youths:** acculturation and socioeconomic factors in the third National Health and Nutrition Examination Survey.

Authors: Mazur RE; Marquis GS; Jensen HH

Affiliation: Department of Sociology, Iowa State University, Ames, IA 50011-1070; rmazur@iastate.edu

Go to https://scholar.google.com/ and paste the article title into the search box.
The article will usually be first in the results. Clicking the title of the article will take you to a page that provides information about the article, such as publication date, title of journal, volume and issue number.

If you see another link on the right side of the results, there is a good chance you will be able to access the full text. Click it to see if you can read the full article. Occasionally it will link to an abstract and ask you to pay to read the full article. We do not recommend paying for articles. If this happens, the next step is to request it on Interlibrary Loan (see the next slide).
If you are unable to locate the article with Full-Text Search or with Google Scholar, the next step is to request the article on Interlibrary Loan.

Click the link in the database to request on Interlibrary Loan.
USING DATABASES TO FIND ARTICLES: REQUESTING AN ARTICLE ON INTERLIBRARY LOAN

The database link will bring you to the log in screen.

Log In with the username and password you registered with.

If you have never used Interlibrary Loan before, click “First Time Users.”

We recommend using your Keuka College username and password to help you remember your information.

If you live far away, register with “Mail to Address” for both options. If you live on-campus, leave the choices to their original settings.
Once you have logged in (and if you clicked a link from a database article), the Article Request form will be automatically filled in with all of the information.

Look over the information to ensure that it is correct. Scroll to the bottom and click the “Submit Request” button.

Articles take 2-3 business days to arrive by email.
Sometimes you might find a citation for an article and wonder if the library has it. The citation may have been provided to you by your professor, or perhaps you found it at the end of an article, book, or even a Wikipedia article.

Look for the journal title in the citation. It is usually italicized.

Sometimes the journal title is abbreviated. A quick Google search for the abbreviation will tell you the full name of the journal. (In this example, *Nutr Rev* stands for *Nutrition Reviews*.)


The next step is to look for the journal in our Find a Journal Title Search.

Click “Find a Journal Title” from the Lightner Library home page.
USING FIND A JOURNAL TITLE TO FIND ARTICLES

Enter the title of the journal into the search box and click “search.”

If you retrieve results matching your journal title, that means the library carries this journal either in print, in databases, or both.

Check the results against the publication year in the citation for the article.

In this case, the article was published in 1999. The library has 1999 both in print and in our Proquest database.

To find it in Proquest, click the database name.
Using Find a Journal Title to Find Articles

You are brought to the database's information page for the journal.

This page will allow you to see if it is a peer-reviewed journal.

It also allows you to search within the journal or browse by volume and issue number.

Use the “Search within this publication” function to search for the title of the article. Alternatively, you can browse the volume and issue for the article.

In this example, the article title is “Magnesium Supplementation and Bone Turnover.” The volume number is 57.

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The volume number is 57.

Once you have found the article, you can click on the full text to read it.
You can also use Find a Journal Title to browse journals in a particular subject or read the latest issue of a specific journal (magazine, newspaper, or scholarly journal).

For example, you could read today's issue of New York Times.
To browse journals by subject, use the dropdown to select the broad subject your topic fits into.
YOU WILL SEE A LIST OF MORE SPECIFIC TOPICS WITHIN THE BROADER SUBJECT YOU SELECTED. CLICK THE ONE THAT FITS YOUR TOPIC THE CLOSEST.

NOTE THAT THE NUMBER OF JOURNALS AVAILABLE IN THAT TOPIC ARE LISTED THERE.
After clicking a topic, you will be provided an alphabetical listing of all the journals we have on that topic. You can click a database under one to start browsing volumes, issues, and articles.