AN INTRODUCTION TO USING ACADEMIC SEARCH COMPLETE

INTRODUCTION

Academic Search Complete is a comprehensive database resource providing access to articles. Full text articles, indexes and abstracts are provided for 13,600 journals and scholarly publications in the collection, which covers nearly all academic areas of study.

GETTING STARTED

You may access Academic Search Complete on/off-campus from the library homepage (https://jicsweb1.dom.edu/ics/Library/) under Articles & Databases. Click on A-Z List of Databases, and Academic Search Complete is the first on the list. Then click on Academic Search Complete to use this database. Access the databases from off-campus by using your Dominican email username (ex. smithjohn) and password.

SEARCH BY KEYWORD

1. Type your search term(s) in the search box. Use “and” to search for results that contain BOTH words.

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   **Search Options**
   
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   Basic Search  Advanced Search  Visual Search  Search History

2. Use “or” to search for results that contain EITHER of your search terms.
3. Use “NOT” to search for results that contain the **FIRST** word(s) but **NOT** the second.

4. Use quotation marks, (“ ”) to search by phrase. Example: “New World Order”

5. Use an asterisk, (*) after the last letter of the base word to locate words with variant endings. Example: Auto* will retrieve Auto, Autos, Automatic, etc.

**SELECT A FIELD**

The drop down box gives you options to search by **Title, Author, ISBN, etc.**

**LIMIT YOUR RESULTS**

You can set a variety of limits on your search. Among the most useful are the abilities to limit by **Full Text, Peer-Reviewed, Publication Date and Document Type.**
Your Search Results
The results of your search will be displayed after you have clicked the “Search” button:

Click here to only show results where the FULL TEXT of the document is available
Click here to only show results from Scholarly Journals
Type here to limit the date of publication
Click here to limit the Type of Publication

Total Number of Search Results
Click on the Title for more information

This image tells you what type of publication the source comes from
When the Full Text of the article is available, click here to view the article in HTML or PDF format
Find full-text of article

If a full-text article is not available, you can request it through interlibrary loan by clicking the link below.

The link will open up a second page, from there follow Step 2 and click the link to submit your request.
Managing Your Search Results

Use this drop-down menu to sort your results by relevance, date, source, author.

Use this drop-down menu to change how your results are displayed on the page.
Narrow Your Search Results

If your search brings up too many results you can **limit your results further** by setting additional limits on your search. Use the toolbar on the left side of the screen to add additional limits.

- **Limitters**
  - Scholarly (Peer Reviewed) Journals

- **Full Text**
  - References Available
  - Scholarly (Peer Reviewed) Journals

- **Publication Date**
  - 2012

- **Source Types**
  - All Results
  - Scholarly Journal Articles

- **Subjects**
  - Thesaurus Term
  - Subject
  - Publication
  - Company
  - Publication Type
  - Geography
  - NACE/Industry

- **Limits**
  - Click on the boxes here to limit to Full Text articles and/or articles from Scholarly Journals

- **Publication Date**
  - Type in dates or use the slider to limit your search by publication date

- **Refine your results**
  - Click the triangles next to the categories to expand each section - each contains a variety of other ways to narrow your search

- **Narrow Your Results**
  - This shows the current limits you have set, click the yellow X to expand your search by getting rid of a limiter
**View Article Details**

Click on the title of an article on the results list. Read the **abstract and other listed information** to evaluate the **relevance** of the article. This screen also provides you with valuable tools for citing and saving the reference. **N.B. If you PRINT, SAVE, or EMAIL from this screen, you will only be printing, saving or emailing the ABSTRACT AND CITATION information, NOT the article itself!**
**Add to Folder**

Your Folder is used as a place to temporarily store your search results. Multiple results can be selected to print, email, save, and export (to programs like RefWorks and Zotero) by first adding your results to the Folder.

**To Add Items to Your Folder:** Click on the “Add to Folder” button on the right of the record detail:

You can also add results to your folder directly from your search results screen:
To view the contents of your folder, click on the “Folder” at the top of the screen:

Step 3: You can print, email, save, and export (to programs like RefWorks, Zotero and EndNote) selected articles – Select the box next to the article you want to print, email, save, or export.
To save the contents of your folder: (warning: unsaved articles will be deleted when the browser is closed)

While in your “folder” select “Sign in to My EBSCOhost.”

Once there select “Create a new Account” if you do not already have one.
Finally, fill out the information needed.

Once you have an account, all the files you put into your folder **while logged in**, will be saved.
Need more help? Feel free to ask a Librarian for assistance.

**Location:** Crown Library First Floor  
**Phone:** 708-524-6875  
**E-mail:** reference@dom.edu  
**Chat:** Library’s home page

**Reference Hours**  
Monday through Thursday: 9:00 a.m. to 9:00 p.m.  
Friday: 9:00 a.m. to 5:00 p.m.  
Saturday: 1:00 p.m. to 5:00 p.m.  
Sunday 12:00 p.m. to 9:00 p.m.

**Library Hours**  
Sunday through Thursday: 8:00 a.m. to Midnight  
Friday and Saturday: 8:00 a.m. to 8:00 p.m.

**LIBRARY SUMMER HOURS**  
Sunday through Thursday: 8:00 a.m. to 10:00 p.m.  
Friday & Saturday: 8:00 a.m. to 8:00 p.m.