

Library Skills Program

Finding Magazines Using ProQuest and Expanded Academic ASAP (Infotrac)

NAME: _____ CLASS: _____ DATE: _____

This exercise demonstrates how to find magazine articles using the ProQuest and Expanded Academic ASAP (InfoTrac) databases which are collections of electronic databases. These databases contain **magazine and newspaper articles** from thousands of titles which may be searched by **subject or keyword**. Both databases index magazine and newspaper articles on topics such as health, current events, politics, the environment, sociology, psychology, humanities, communications, entertainment and the general sciences.

A. CONNECTING TO THE DATABASES

To do a search go to one of the computers and double click on the **INTERNET EXPLORER** icon to bring up the library's Menu Screen. If you have any questions while doing this exercise, ask the librarian for assistance.

1. From the library's menu under the column heading **Research**, click on **Find Articles**. Take a moment to scroll through the list of databases. Name three of the databases on this list.

Several of these databases contain magazine, journal, and newspaper articles.

B. PROQUEST

For this exercise you will be using **ProQuest**. Click on the **On Campus** link for **All ProQuest Databases**. Look at the screen to get familiar with the search features. This database offers four options for searching, **Basic Search, Advanced Search, Topics Search, and Publications Search**.

The **Advanced Search** method is automatically selected when you begin to use ProQuest.

2. Type in **bilingual education** as your topic and click on the **Search** button.

How many articles/documents did you get? _____

Click on the **Refine Search** link located next to the number of documents found. Next to the heading **Limit Results to**, notice the **full text** and **scholarly** boxes. Checking full text will return only articles that have the complete text of the article. Some articles in the database only have citation and/or summaries of the text. The **scholarly** box will retrieve articles that are research or academic in content.

3. Check the **Full Text** and **Scholarly** boxes and click on the **Search** button.

How many articles did you get? _____

Finding Newspaper Articles

OFF CAMPUS

You need a pin number to access the databases from off campus. Click on the **Apply for a PIN** link located at the top of the Articles & Databases page. Once you have a pin number you can access the databases by clicking on the **off campus** links.

You can search the ProQuest databases individually or as a group, or search them by subject module. This exercise focuses on locating newspaper articles, but keep in mind that ProQuest also contains scholarly, trade and popular magazine titles as well.



ProQuest

Basic Advanced Topics Publications My Research
0 marked items

Databases selected: ProQuest Newspapers

Advanced Search Tools: Search Tips Browse Topics

AND AND AND

Add a row | Remove a row

Search Clear

Database: News - ProQuest Newspapers Select multiple databases

Date range: All dates

Limit results to: Full text documents only

Images shown may not match the current version of the database screen.

4. Click on the **Advanced Search** button at the top of the page. Open the pull down menu next to the **Database** heading. Take a moment to look through the list of databases. Name three of the databases or special subject modules here:

1. _____
2. _____
3. _____

5. From the pull down menu select the **News-Proquest Newspapers** database. Change your search term in the Advanced Search box to **“West Nile Virus”** (make sure you type the quotation marks). Including quotation marks makes the computer search these words as a phrase. The phrase search narrows your search to the words in the exact order and returns fewer results.

What is the total number of articles retrieved for your search? _____

6. Look through the list of article citations.

Click on the **Refine Search** button. You can change your search at this point using these search boxes. Add the terms **"Sonoma County"** in the next **AND** box. Click on the **Search** button.

How many citations did you get? _____

CITATIONS
 The information describing an article is called a citation. This information is required if you have to locate an article. The parts of a citation are:

- § Title of the article
- § Author of the article
- § Name of the magazine
- § Date of the article
- § Volume, issue, and page number; newspaper article citations also have section and column numbers

7. Scroll through the list of articles and locate one with **FULL TEXT**. The articles with a full text link show the complete text of the article on the screen. Click on the **Full text** link for the article. Give the citation information here:

Article title: _____

Author(s): _____

Newspaper: _____

Date: _____ Page number(s): _____

At the top of the full text article, under the heading **Document View** notice how you can click on a link for your **author** to find more articles they've written in the particular database you've chosen. You can also click on the **date** and the **title** of the newspaper or magazine.

Full text articles may be read at the computer, **printed or e-mailed** by using these options. These options are located at the **bottom OR top** of the article you're viewing. Printing instructions are posted near the computers and are also available at the Reference Desk. Full text articles may also be saved to a flash drive, CD or emailed to an email address.

B. EXPANDED ACADEMIC ASAP

For this exercise you will use Expanded Academic ASAP (InfoTrac)

Go back to the library home page and under the column heading **Research**, click on **Find Articles**. Click on the **On Campus** link for **Expanded Academic ASAP (InfoTrac)**.

DO A SUBJECT GUIDE SEARCH

Look at the screen to get familiar with the search interface for Expanded Academic ASAP. This database offers four options for searching, **Basic Search, Subject Guide Search, Publication Search, and Advanced Search**. The **Subject Guide** searching method is automatically selected when you begin to use Expanded Academic ASAP.

1. Click in the find box and type in the subject **bilingual education**. Next click the **Search** button. The result is a list of Subject Terms that contain the words you typed.



Images shown may not always match the current version of the database screen.

2. The **Subdivisions** take a broad subject and break it into subheadings. Click on the **Subdivisions** link and review the list. Give two of the subdivisions:

Notice how the number of results (articles) is listed for each subdivision at the right of the screen.

How many results are listed for the subdivision **Analysis**? _____

Click on the **Analysis** subdivision and take a look at the screen.

CITATION

The standardized information describing an article is called a **citation**. The parts of a citation are:

Title of the article Author of the article Name of the magazine Volume and (Issue Number); newspapers have a section and column number Date of the article Page number (start page is given with length of article listed in parenthesis)
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3. Scroll through the list of articles and locate one with a **Full-text** link. The articles with this link show the complete text of the article on the screen. Give the citation information.

Article title: _____

Author (if given): _____

Magazine Title: _____

Volume number: _____ Issue number: _____

Date: _____ Page numbers: _____

LOCATE THE TEXT FOR AN ARTICLE

4. Click on the **Full-text** link for the article and write down the first sentence of the article text. The **full text** is located below the abstract if one is given. (An abstract is a brief summary of the article.)

Full text articles may be read at the computer, printed, emailed or downloaded to a disk. Locate the icons for these features near the top of the Expanded Academic ASAP screen. Printing instructions are posted near the computers and are also available at the Reference Desk.

Before printing always use the Print Preview option located inside the red Tools Box . Check the last page to see if it contains text. This will save paper and money when you are printing in the library.

DO A BASIC -KEYWORD SEARCH

A keyword search results in a list of articles rather than a list of subject subdivisions. Start a keyword search by clicking on the **Basic Search** link in the banner at the top of the screen. The **Keyword** search is selected as the default.

5. Type **election** in the find box, and then click on the **More Search Options** link. Look at the options available to **Limit results**.

Limit the results:

to documents with full text

- It eliminates citation-only and abstract-only articles so you may miss articles in the Library's collection of periodicals in hardcopy.

to peer-reviewed publications

- returns articles from scholarly journals. Many instructors require students to use these types of periodicals.

to document with images

- returns only articles with some kind of image. Not recommended.

by publication date(s)

- returns articles published on, before or after a date or within a range of dates.

by publication title

- allows you to browse and select specific periodicals.

by publication subject

- allows you to browse and select specific subjects.

Click in the box beside **documents with full text**. Also type 2004 in the **by publication dates(s)** box. Then click on the Search button. Notice the colored tabs at the top of the article, which gives you the number of results per tab.

How many results did your search give that are Academic Journals? _____

Notice the **Document Type** list on the left side of the screen. Click on **Cover Story**.

How many results did you get that are Magazine sources? _____

6. Choose an article and give the following citation information:

Article title: _____

Author (if given): _____

Magazine Title: _____

Volume number: _____ Issue number: _____

Date: _____ Page numbers: _____

SIRS RESEARCHER

From the **Articles & Databases** page you can access many other general and subject specific databases that would be helpful in your research. For example, **SIRS Researcher** provides thousands of general interest articles on a wide variety of topics. Some include accompanying illustrations, charts and/or maps.

Congratulations on finishing the Library Skills Exercise. Try finding articles on other topics or subjects!
Use the same techniques learned in this exercise to search other databases.