

## Finding Articles

Ready to find articles but worried it will take too long or be too hard? This tutorial is for you.

### Overview

**Step 1:** Start by considering your assignment and then jump into the correct library database.

**Step 2:** First make a list of the features your articles need to have.

Criteria	Options	Comment
Article Type	<input type="radio"/> Scholarly/Academic/peer reviewed	"Primary Sources" for APA disciplines are: original research, published for the first-time.
	<input type="radio"/> Review article	Scholarly (APA secondary sources) include: Literature review, systematic review, etc.
	<input type="radio"/> Trade publication	Written by and for people in a certain occupation.
	<input type="radio"/> Popular Source	Magazine, newspaper. Written for general public.
Date	<input type="radio"/> No limit <input type="radio"/> 5-years <input type="radio"/> 10-years	Most APA (Science, social science) disciplines want only recent research. However, sometime4s older articles are appropriate. Check with your instructor.
Subject Topic	<input type="radio"/> General knowledge <input type="radio"/> Multidisciplinary topic	Try the database <a href="#">Academic Search Complete</a>
	<input type="radio"/> Specific to my major/program	See the list at the end of this tutorial for specific database recommendations or contact the Reference Desk.
Full text	<input type="radio"/> Limit to full text	Are you willing to wait a day or two to get an article from our Interlibrary Loan partners? If not, <b>limit to "Full text"</b>
	<input type="radio"/> No limit	Depending on the database you choose, your results list may contain a mix of citations, abstracts, and full text. Watch the "Checking for full text" Tutorial to learn how to get article that are not in your selected database.

**Note:** Use the above chart for reference when making a list of features for your desired article.

If you have other additional criteria, make a note of it and look for database limits that will help you find articles that match your criteria. For this example the criterium include a full text scholarly article that was published within the past five years.

### Navigation

**Step 1:** Begin at the library home page, [library.olivet.edu](http://library.olivet.edu). There are several shortcuts to get researchers into the most popular resources.

**Step 2:** Click on the Subject Guides tab. Then, go to Good Places to Start. To read the description of the database, click on the triangle next to its title.

**Step 3:** To connect to the database, just click on the title. If you are prompted, log in with your complete ONU email address and network password.

**Benner Library**  
Olivet Nazarene University

Home Search Library Resources

**Subject Guides** (circled in red)

All Subject Guides

Books & Media

Journals & Articles

Services

Help

**Where to Start**

**Good Places to Start** (circled in red)

- Statistics
- News
- Images & Multimedia

**Selected Gen Ed Classes**

- Speech
- College Writing II
- Exegesis

**Most Frequently Used Guides**

16469	Nursing
2651	Education
1,509	Religion: Theology
1,151	Psychology
1053	Business & Marketing
1010	Biology

Number reflects page views for Spring 2020

Jan 27, 5:15pm (CST)

**Come On We Are OPEN**  
Closes: 11:59pm  
Full Calendar

**NOW HIRING**  
The Circulation Dept is now hiring student assistants for Spring 2021. Prefer Sophomores, GPA of 3.5 or higher. Job provides 8-10 hours/week. To apply, click on the Student Job Application link in the footer of any library web page.

**THE HISTORY OF OLIVET ATHLETICS**

**TECHNICAL DIFFICULTIES PLEASE STAND BY**  
Various Proquest products will be down for maintenance over the 8 hour period between 09:00 PM and 05:00 AM on Sat., Jan. 30/Sun. Jan. 31. Please plan accordingly.

**Step 4:** Before starting your search, take a moment to break your research topic into manageable parts. For example, “What is the impact of caffeine on sleep?” would become “Caffeine AND Sleep.”

**Step 5:** Because there are so many results provided by this example, it is time to refer to your limits listed at the beginning of the article finding process.

New Search Publications Subject Terms Cited References Images More Update My Account Switch Accounts

Folder Preferences Languages Ask A Librarian Help

MY **EBSCOhost** Searching: **Academic Search Complete** | Choose Databases

caffiene Select a Field (optional) **Search**

AND sleep Select a Field (optional) Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History

**Refine Results** Search Results: 1 - 20 of 320 (circled in red) Relevance Page Options Share

**Current Search**

**Boolean/Phrase:**  
caffiene AND sleep

**Expanders**  
Apply equivalent subjects

**Limit To**

- Full Text
- References Available
- Peer Reviewed

From: 1979 To: 2021

1. **Caffeine Consuming Children and Adolescents Show Altered Sleep Behavior and Deep Sleep.**

By: Aepli, Andrina; Kurth, Salome; Tesler, Noemi; Jenni, Oskar G.; Huber, Reto. Brain Sciences (2076-3425). 2015, Vol. 5 Issue 4, p441-455. 15p. DOI: 10.3390/brainsci5040441.

**Subjects:** CAFFEINE; SLEEP; Medicinal and Botanical Manufacturing

PDF Full Text (1MB)

2. **Effects of acute caffeine consumption following sleep loss on cognitive, physical and occupational performance: a systematic review and meta-analysis.**

By: Irwin, C.; Khalesi, S.; Desbrow, B.; McCartney, D. Sleep Medicine. Dec2019 Supplement 1, Vol. 64, pS169-S169. 1p. DOI: 10.1016/j.sleep.2019.11.466.

Folder has items  
Media and Sexualization: ...  
Go to: Folder View

In this case, you would limit your results to Full Text, Peer Reviewed, past five years, and Academic Journals. Now you will have less results.

The image shows a search filter interface with the following elements:

- Limit To** (dropdown menu)
- Full Text (indicated by a red arrow pointing left)
- References Available
- Peer Reviewed (indicated by a red arrow pointing left)
- From:** 2016 **To:** 2020 (Publication Date)
- A horizontal range slider below the date fields.
- [Show More](#) (blue text)
- Options set
- Source Types** (dropdown menu)
- All Results
- Academic Journals (21) (indicated by a red arrow pointing down)

Researchers may also find it is helpful to narrow down results to only the languages they can read.

**Step 6:** Narrow the original search with specifics from its field. For this example, think of a specific population like “elderly,” “teenagers,” “college students,” or “pregnant women” to include in your search. You could also name a specific kind of impact, such as “memory,” “attention,” “immune system,” or “relationship problems.” There are no right or wrong searches. Research is a process of trial and error.

**Step 7:** Skim the results to see if the search words are getting the kinds of articles you want. Use the title and subject words to refine your search and your topic.

**Step 8:** When you want two words to appear together in your search results like a person’s name or a phrase, put quotation marks around the first and last word. For example, it should look like this- “mental health.”

If you are okay with getting results that use different words or phrases to express the same idea, connect them with the word “or.”

**Step 9:** All the strategies discussed so far can be transferred to other databases and other projects.

**Step 9:** Library databases give you tools to make decisions about the relevance of articles you find and help you stay organized. Here are some to look for: “abstract,” “full text,” “citation,” and “email the article.”

**Step 10:** From the results list, you can often read the abstract in order to read what the article is about. In EBSCO databases, look for the magnifying glass icon on the results list.

2. Randomized, double-blind, placebo-controlled, crossover study of the effects of repeated-dose caffeine on neurobehavioral performance during 48 h of total sleep deprivation.

By: Hansen, Devon A.; Ramakrishnan, Sridhar; Satterfield, Briann C.; Wesensten, Nancy J.; Layton, Matthew E.; Reifman, Jaques; Van Dongen, Hans P. A. *Psychopharmacology*, Apr2019, Vol. 236 Issue 4, p1313-1322. 10p. 1 Chart, 4 Graphs. DOI: 10.1007/s00213-018-5140-0.

Subjects: CAFFEINE; SLEEP deprivation; MOTOR ability testing; WAKEFULNESS; Medicinal and Botanical Manufacturing

Show all 5 Images

Cited References: (40)

HTML Full Text PDF Full Text (2.7MB)

**Note:** Click on the article title to get the detailed record in order to find the rest of the tools listed above.

**Step 11:** When you are looking at the article details, the top section of the left column shows all access options. If you have an article with one of the icons below, just click on it to go to the full text.



**Step 12:** If you do not see either of the options above, watch the “Checking for Full Text” tutorial.

## Database Tools

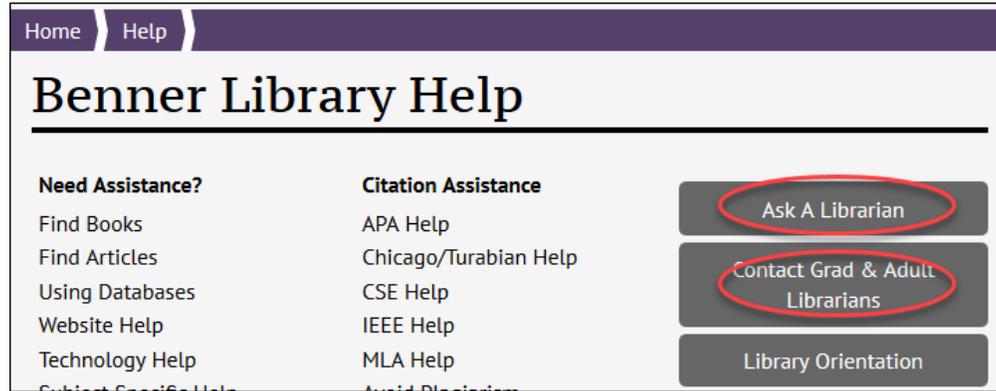
Many databases provide tools to help researchers stay organized. Here are a few that might save you time.

1. Use the cite tool to find a rough approximation of the desired citation format. Follow the rules from your instructor or citation help pages to fix it up.
2. You can also email articles and their citations to yourself via email. If you selected multiple articles from the results list, you will have the option to send all the citations and full text when available or can send individual articles from the detailed record to yourself. Be sure to change the citation style to the one your professor requires to save you a bit of time.

If you are still wondering what database is best for your research, refer to the chart below to guide your exploration:

You are	Who needs	Recommended Subject Guide	Recommended Database	Help
Anyone	Background facts or definitions	Good Places to Start	<u>Credo Reference</u>	<b>Ask -A-Librarian</b>  815-939-5355  Undergraduate program: <a href="mailto:ONULibrary@olivet.edu">ONULibrary@olivet.edu</a>  Graduate & Continuing Studies programs <a href="mailto:SGCS@olivet.edu">SGCS@olivet.edu</a>
	Career info	Careers	<ul style="list-style-type: none"> <li>• <u>Occupational Outlook</u></li> <li>• <u>O*Net</u></li> </ul>	
	Personal/family health information	Health	<ul style="list-style-type: none"> <li>• <u>Consumer Health Complete</u></li> <li>• <u>Health Source Consumer Edition</u></li> </ul>	
	Statistics	Statistics	<u>Statista</u>	
	Travel guides or info about countries	Travel	<ul style="list-style-type: none"> <li>• <u>Global Road Warrior</u></li> <li>• <u>Gale Travel Collection</u></li> </ul>	
Undergraduate	Info for Speech Class	<ul style="list-style-type: none"> <li>• Good Places to Start</li> <li>• COMM 105 Class page</li> </ul>	<ul style="list-style-type: none"> <li>• <u>MasterFile Premier</u></li> <li>• <u>Gale in Context: Global Issues</u></li> </ul>	
Undergraduate & Graduate Students	Information related to your major or for a specific course	<p>Choose subject guide that matches the discipline of your course from A-Z- list</p> <p>Begin with the database <u>Academic Search Complete</u> (linked on most subject guides) or see our suggestions →</p>	<ul style="list-style-type: none"> <li>• Business: <u>ABI/Inform</u> or <u>Business Source Elite</u></li> <li>• Education-<u>Education Research Complete</u></li> <li>• EXSS-<u>Sport Discus</u></li> <li>• Humanities -<u>JSTOR</u></li> <li>• Nursing-<u>CINAHL</u></li> <li>• Psychology-<u>PsycArticles</u></li> <li>• Sociology-<u>SocINDEX</u></li> <li>• STEM-<u>Science Direct</u></li> <li>• Theology- <u>ATLA</u></li> </ul>	
Someone with a citation—just needing full text		n/a	n/a	Email the citation to <a href="mailto:ILL@olivet.edu">ILL@olivet.edu</a> so our Interlibrary Loan team can assist!

For any further questions about full text or using databases, under the Help tab on the library site, use the “Ask a Librarian” or “Contact an SGCS librarian” tab.



The screenshot shows the Benner Library Help page. At the top, there are two navigation tabs: "Home" and "Help". Below the tabs is the main heading "Benner Library Help". The page is organized into three columns. The first column, titled "Need Assistance?", lists several help topics: "Find Books", "Find Articles", "Using Databases", "Website Help", "Technology Help", and "Subject Specific Help". The second column, titled "Citation Assistance", lists: "APA Help", "Chicago/Turabian Help", "CSE Help", "IEEE Help", "MLA Help", and "Turabian Help". The third column contains three buttons: "Ask A Librarian", "Contact Grad & Adult Librarians", and "Library Orientation". The "Ask A Librarian" and "Contact Grad & Adult Librarians" buttons are circled in red.

Need Assistance?	Citation Assistance	
Find Books	APA Help	Ask A Librarian
Find Articles	Chicago/Turabian Help	Contact Grad & Adult Librarians
Using Databases	CSE Help	Library Orientation
Website Help	IEEE Help	
Technology Help	MLA Help	
Subject Specific Help	Turabian Help	