

How to Search Expanded Academic ASAP, Academic One File, and General OneFile

<http://www.qvcc.commnet.edu/library/handouts.asp>

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Quinebaug Valley • Community College • Library

The three databases described below are general databases. They cover all subjects and have lots of full text. All are accessed and searched the same way.

Expanded Academic ASAP is a multi-disciplinary database, containing more than 2,600 periodicals, including both magazines and peer-reviewed journals. More than half of the articles in Expanded Academic ASAP are full text. **Use this database to find about an equal number of magazine and peer-reviewed journal articles in your results.**

Academic OneFile is a multi-disciplinary database, containing more than 8,000 periodicals; most are peer-reviewed journals and most are full-text. **Use this database to find a large number of peer-reviewed journals in your results.**

General OneFile, is a multi-disciplinary database, containing more than 8,000 periodicals, including both magazines and journals. All of the journals in General OneFile are also in Expanded Academic ASAP; the additional titles are magazines. **Use this database to find a large number of magazines in your results.**

I. How to Access

1. From the library home page click the **Research** button on the top of the page.
2. Under **Databases & Articles**, click the link to access from on-campus or off-campus.
 - a. If you are on-campus, click **On-Campus Access**, then click the database name.
 - b. If you are off-campus, select either **Off-Campus Access - Using NetID via myCommNet** or **Off-Campus Access - Using Library Barcode Number**, then follow screen directions.


II. How to Search

Search both databases the same way:

1. At the search screen, click **More search options**, under the search box.
2. To limit to full text only, check the **to documents with full text only** box.
3. To limit to peer-reviewed journal articles only, check the **to peer-reviewed publications** box.
4. Type your topic words into the search box and press **Enter**. Leave the search category at © **Keyword**.
5. How you enter your search will affect your results.
 - a. To search a single word, just type the word and press Enter: **crime [Enter]**
 - b. To search two words separately, use **and**: **crime and punishment [Enter]**
 - c. To search two or more words as a phrase, use **double quotes**: **“capital punishment” [Enter]**
 - d. To search a phrase and another word, use **and**: **“capital punishment” and ethics [Enter]**
 - e. Truncate with an asterisk, for example **ethic*** will bring back results containing **ethic, ethics, ethical**, etc.

III. Search Results

Read the information in you hit lists. Here's a hit list example:

<input type="checkbox"/> Mark	<p>7. <u>Capital punishment and violence</u>. Robert Grant. <i>The Humanist</i> 64.1 (Jan-Feb 2004): p25(5). (3060 words)</p> <p>Full-text with graphics 5 PDF pages About this publication How to Cite</p>	Article 
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1. The title is underlined and in colored text: **Capital punishment and violence**.
2. Author names follow the title: **Robert Grant**.
3. The name of the periodical is next, followed by the volume number, issue number, then the date published: ***The Humanist* 64.1 (Jan-Feb 2004)**.
4. The first page number from the original publication is next, followed by the article length in parentheses and the word count: **p25(5). (3600 words)** Always check the article length – if the article is too short – or too long! – skip it and find another
5. Full text articles may be **Full-text** or **Full-text with graphics** or **PDF pages** or a combination.
 - a. If the article has a **Full-text** or **Full-text with graphics** link, either click the text link or click the article title. This will take you to both citation information and the article in full text. Click your browser's **Print** button at the top of the browser screen to print full text articles and citations.
 - b. If the article has a **PDF pages** link, click the link to open Adobe Reader and see the PDF full text. Print the article from printer icon in the Adobe Reader. After printing the article, go back to the hit list and click on the article title to open the citation information page. Also print this page. Citation information is essential for constructing a Works Cited or Bibliography page.
 - c. Keep an eye on the **Subject Terms** links at the bottom of citation pages for new or better search terms. Click **Subject Terms** to see similar articles or use the subject words in a new keyword search.
 - d. Do not use suggested "How to Cite" links – use the library's Citing Your Sources handouts for writing citations.
6. Results with a link to **Abstract** or **Citation** are not full text, but either citations with abstracts or plain citations.
7. To obtain articles that are not full text, use a **yellow** Interlibrary Loan request form.

IV. Citing Your Sources

To cite articles from library databases, see the library's "**Citing Your Sources**" handouts for MLA and APA citation directions, or ask library staff for help. Citation information is also available on the library home page: click **Handouts**, then **Citing Your Sources** (Web version) or **Library Handouts** (pdf version).