Database Instructions 1

Because this is an academic class, about writing an academic research paper, you will be relying on books from Helmke library and articles from the extensive journal collection that Helmke provides.

The requirements for this paper are that you use TWELVE sources. All of them if you like, may be from the Helmke journal collection, which is accessible with your IPFW computer login and password over the Internet. Anything you need for this paper should be available as a FULL TEXT article from one of the many academic databases that you will have free access to. You will be able to download and print out nearly anything you want.

Of course, books are always a good idea too, particularly for some papers that tend to lend themselves well to this approach, but nine times out of ten the academic databases will suffice.

Following are instructions on how to access and use these databases.

The first step is to “enter” IPFW’s extensive collection of academic databases. There are several “portals” that you can go through, but the easiest is to go to www.ipfw.edu and click on this menu in the center of the page:

“Pull down” the menu until it says “Databases and Indexes” and press “Go”. You will get a screen that looks like this:
There are all kinds of wonderful databases listed on this page, but the one that most likely to do you the most good for this class is "Academic Search Premier (EBSCOhost)" which is reached by just scrolling down about an inch until you see this:

Click on that line. At this point your computer is likely to ask for your Username and Password, because these databases are licensed to IPFW and only available to IPFW students who are using the Helmke library system (this is why you have to go "into" these databases via the IPFW home page or the Helmke home page, to that the system recognizes your password). After you have successfully "logged on," you should get a screen that looks like this:
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Click here, and you will get a screen that looks like this:

This screen is actually an extensive list of the databases searchable all at one time by a search engine owned and operated by an educational licensing service known as EBSCOhost. You will notice that Academic Search Premier is already “checked” (meaning this database will be accessed when you go to the next step). Depending on your topic, there are several other databases that you will want to check BEFORE you press the “Continue” button near the top of the page.

For example, nursing students who are writing a medically oriented paper should “check” several (see list below), students writing military history papers should “check” the “Military and Government Collection,” business students will see several of interest, as will teachers, and journalism students will want to “check” “Communication & Mass Media Complete,” as well as any others of interest.

Below is the list of full text databases on this page that I think may be of
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relevance to this class. There’s nothing wrong with checking as many as you think are relevant, other than it could make your “result” list when you do your first “search” unworkably long. In any event, here is the list:

**Academic Search Premier**
The world's largest academic multi-disciplinary database, Academic Search Premier provides full text for nearly 4,000 scholarly publications, including full text for more than 3,100 peer-reviewed journals. Coverage spans virtually every area of academic study and offers information dating as far back as 1975.

**Business Source Premier**
As the world's largest full text business database, Business Source Premier provides full text for nearly 3,600 scholarly business journals, including full text for nearly 1,050 peer-reviewed business publications. Coverage includes virtually all subject areas related to business. This database provides full text (PDF) for more than 300 of the top scholarly journals dating as far back as 1922.

**Communication & Mass Media Complete**
Communication & Mass Media Complete provides the most robust, quality research solution in areas related to communication and mass media. This database originated with the acquisition and subsequent merging of two popular databases in the fields of communication and mass media studies -- CommSearch (formerly produced by the National Communication Association (NCA)), and Mass Media Articles Index (formerly produced by Pennsylvania State University). Communication & Mass Media Complete provides an invaluable resource for students, researchers, and educators interested in any and all aspects of communication and mass media.

**Corporate ResourceNet**
Corporate ResourceNet is designed to meet the diverse information needs of today's companies. This database contains full text articles from nearly 1,350 quality magazines and journals. The database includes full text sources ranging from general publications such as Fortune and Money to trade publications such as American Demographics, Chemical Week, Electronic Business and Restaurant Hospitality. The collection of titles includes top management journals such as Academy of Management Executive, California Management Review, Harvard Business Review and MIT Sloan Management Review. In addition, this database also includes detailed company profiles for the world's 5,000 largest companies. Many full text titles are available in native (searchable) PDF, or scanned-in-color. Full text information in this database dates as far back as 1985.

**Health Source - Consumer Edition**
With Health Source - Consumer Edition you can search for information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. Health Source -Consumer Edition features searchable full text for over 190 journals including Consumer Reports on
Health and Men’s Health, as well as abstracts and indexing for over 205 general health, nutrition and professional health care publications.

**Health Source: Nursing/Academic Edition**
This database provides nearly 600 scholarly full text journals focusing on many medical disciplines. Health Source: Nursing/Academic Edition also features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

**MAS Ultra - School Edition**
Designed specifically for high school libraries, this database provides full text for nearly 550 popular general interest and current events publications with information dating back as far as 1975 for key magazines. MAS Ultra – School Edition also provides nearly 550 full text pamphlets, 237 full text reference books, 91,600 biographies, 75,000 primary source documents, and an image collection of 107,135 photos, maps and flags. This database is updated daily via EBSCOhost.

**MasterFILE Premier**
Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 1,950 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, MasterFILE Premier also includes nearly 350 full text reference books, 91,600 biographies, 75,000 primary source documents, and an Image Collection of 107,135 photos, maps and flags. This database is updated daily via EBSCOhost.

**Military & Government Collection**
Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The Military & Government Collection provides cover-to-cover full text for more than 300 journals and periodicals and indexing and abstracts for more than 400 titles.

**Newspaper Source**
Newspaper Source provides selected full text for over 180 regional U.S. newspapers, international newspapers, newswires, newspaper columns and other sources as well as indexing and abstracts for national newspapers. This database is updated daily via EBSCOhost.

**EBSCOhost.**
Professional Development Collection
Designed for professional educators, this database provides a highly specialized collection of over 500 full text journals, including nearly 350 peer-reviewed titles. Professional Development Collection is the most comprehensive collection of full text education journals in the world.
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Regional Business News
This database provides comprehensive full text coverage for regional business publications. Regional Business News incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis.

TOPICsearch
This current events database allows researchers to explore social, political & economic issues, scientific discoveries and other popular topics discussed in today's classrooms. TOPICsearch contains full text for over 64,000 articles from more than 3,000 diverse sources, including more than 1,500 full text periodicals.

Okay – here we go again. As I said previously, check as many of the databases as you’d like (do NOT click on the blue headings of the individual databases – that just messes you up). Now press on the “Continue” button – there’s one at the topic of the screen, as well as one at the very bottom, and you will AT LONG LAST finally get to the search engine dialog box itself, which looks like this:

Now, there are a couple of things you will want to look at. Note that right here it gives you the list of databases you checked. Next, here is the search engine “Find” box. And right here is the all-important “Full Text” box you ALWAYS ant to check, as this will provide you with articles that you can print out right from your computer, as compared to having to physically go to the library and hunt for and copy them.

Okay, now let’s try a search. Let’s say that your paper is about “gay marriage.” If you type this into the “Find” box and check, “Full Text,” here is what you get:
Notice that you got 882 articles. That’s a long list, too long, for you to read. So let’s “narrow” the search by including another search term, hopefully reducing the list to just the articles that really pertain to the focus of your subject. Let’s say that you are actually interested in how the media treats the subject of gay marriage. Let’s narrow the above list by adding “AND media” to the search terms (be sure to capitalize the word AND). Now you get a more manageable list of 21 articles:
Even with 21 articles, you are not going to want to read all of them, let alone print all of them out. So your next step is to click on the title of the article, so that you can read the “abstract.” And abstract is a one paragraph summary of the article, with your search terms highlighted.

Even before you check the abstract, there is another way to tell if the article is worth reading — look at the page length. Frankly, at just half a page long, I wouldn’t fool with this one. In any event, scrolling down the list and “jumping” to the last page of the list, I came across this article, which I want to use as an illustration:

Notice that you have TWO choices (in this case) of viewing this article. You could click on “PDF Full Text” or on “HTML Full Text.” For viewing, look at the HTML document — it loads fast and is easy to read. HOWEVER, when you want to print it, go back to the PDF file, and print this, as PDF files have the original page numbers from the journal in which the article was printed, making these articles MUCH easier to correctly cite. Something else to notice while you are on the abstract page is to find the citing information — it’s right here in this case.

Okay — that’s your instructions for using databases — essentially you must experiment with lots of different search terms. It’s all trial and error, but Helmke does provide a few tips for making the search less frustrating. Go to this PDF file for their guide on refining search engine terms: