SEARCH STRATEGIES for EVERYONE

**What is a Database?**

A collection of electronic documents that may be full-text articles, full-text books, streaming videos, music, abstracts, and citations of information sources. These documents may or may not be text-searchable; items may be scans of physical documents or digitally input.

**REMEMBER:** Research Takes Patience and Time.

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**CSU+ and BeachReach = Interlibrary Loan (ILL)**

- **NEVER PAY $$ FOR AN ARTICLE**
  
  Your tuition covers the loan or electronic delivery of almost any item you can find. If we do not have direct access to the item you want, use our Inter-Library Loan Services CSU+ & BeachReach:

  1. In the item’s OneSearch record, the **View It** or **Get It in the Library** have CSU+ and BeachReach hyperlinks.
     
     Refresh the page or sign-out & in if you don’t see the hyperlinks.

  2. Clicking on these links (use CSU+ first for books & DVDs) should auto-populate the order form. If not, type in by hand.
     
     Fill out all the starred (*) required elements & whatever other info you have. *This request goes to a real person.*

  3. Put the end of the current year (ex: 12/31/2018) for the “stop request” date. You will get an email that your items arrived.

  - **CSU+**, used for physical items like books and DVDs, takes 2-5 business days.
  - **BeachReach**, used for all articles and book essays/chapters, takes 24-48 hours.

  *BR Items arrive in your BeachReach account as PDFs. Use BR for books & DVDs when CSU+ link is not offered.*

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- **When OneSearch “Everything” doesn’t list a book or article found on the Web? Use BeachReach Directly**

  **Go directly to the BeachReach Link to create requests & retrieve requested articles:**

  `illiad.library.csulb.edu/BeachReachLogon` > Beach ID & PW

  1. Fill out a blank BR form (*) requirements, plus as much information as you have.
  2. Add a note that you could not find a record for the item in OneSearch.

  **See your BeachReach items:**

  after logon, see menu on left:

  - **View**
  - **Outstanding Requests**
  - **Electronically Received Items**

  `csulb.edu/university-library/beachreach-faqs` to see common questions.

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**BeachID Help:** `csulb.edu/help`

**MyCSULB > MS Office 365 + OneDrive**

**Adobe CC**

Buy: `adobe.com/creativecloud/buy/students.html`

On Campus: Horn Center & Library Computer Labs

**MyCSULB > Lynda.com**

Learn how to use MS Word, Excel, Adobe CC and other software

**Writer’s Resource Lab:** `csulb.edu/wrl`

**Tutoring & English Tutoring:**

`csulb.edu/learning-assistance-center/esl-language-and-writing-tutoring`

**Financial Literacy:**

`csulb.financialliteracy101.org`

**Access Course Reserves:**

`csulb.edu/university-library/reserves-information-students`

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I update this handout every semester. Let me know how I can improve it! Take the survey: `csulb.libguides.com/engl_allmajors`
**1 STEP ONE**  
Sign into the Library and start with the Databases

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**Useful Databases for ALL Studies**

- **Academic Search Complete = General & All Majors**
- **JSTOR = General & All Majors - not always current issues**
- **Project Muse = Humanities & Social Science, Some Science**

**Can’t Think of a Topic?**

- **Opposing Viewpoints in Context**
- **CQ Weekly & CQ Researcher**
  
  *Info on what’s happening in the US Congress*

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**Useful Subject Databases**

- **ArtIndex/ArtStor:** Fine Arts
- **Berg Fashion Library:** Fashion
- **Business Source Premier:** Money / Business
- **Communication and Mass Media:** Communications
- **ERIC:** Teaching/Education
- **Global Newsstream:** Newspapers
- **Greenfile:** Environment & Sustainability
- **IEEE:** Engineering & Computer Science
- **MLA International Bibliography:** Literature & Art Criticism
- **PsychInfo:** Psychology
- **Pub Med@CSULB:** Medline & Life Sciences
- **ScienceDirect & Web of Science:** STEM studies
- **SoIndex:** Sociology
- **SportsDiscuss:** Fitness, kinesiology, law
- **USA.gov & Congress.gov:** USA official; laws & regs

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**Every major has a librarian.** We have Library Guides to help you choose databases & search! Find the libguides you need:

- csulb.edu > Menu > Library > Research > Contact a Librarian > By Subject (> Literature)
- csulb.edu > Menu > Library > Research > Tools > Guides > By Owner (> Alexis Pavenick)

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**2 STEP TWO**  
Start searching with words you know = keywords

- *The assignment is to find articles about the topic of food insecurity. It’s OK to start with those words!*
  - food insecurity
  - food insecurity AND healthy eating
  - quality of food
  - (health OR nutrition) AND food insecurity
  - food insecurity AND the United States
  - food insecurity NOT the United States

- **Try the topic in “quotes” if you want to keep a string of words together in your search:**
  - “healthy eating”

- **Often the search box itself will give you suggestions. Write them down to use later!**
  - food insecurity **can be expanded to:**
    - food insecurity OR food insufficiency OR food security issues OR hunger
  - mental health **can be expanded to:**
    - mental health OR mental illness OR mental disorder OR psychiatric illness

- **Some helpful additional terms:**
  - effects of / effects on
  - awareness
  - aspects of
  - laws against
  - effects of food insecurity
STEP THREE  Use the Limiters/Filters (they are often on the left)

Basic Limiters/Filters to Begin:

☑ Exclude Dissertations  ☑ Exclude Book Reviews
These materials are not used in scholarly/college work

Useful Limiters/Filters:

☑ Full-Text (get it as a PDF now)

“Full-Text” means PDFs are immediately available. But 7/10 articles are digitally available without this limiter. Uncheck Full-Text and try: GetItCSULB

It may just take a few more clicks to get to your document!

☑ Peer-Reviewed / (Scholarly) Articles or Journals  (will tend to limit to articles only)

See Step Seven for more about Peer-Reviewed

Subject  (look at the list of Subjects to see if any match your topic. Make sure to click “see more”; see Step Four for details)

Date Published  (limit per your instructor’s suggestion)

Publication  (check for specific journal title)

Language  (choose English - unless you get approval for translation from your professor)

Format  (limit to books, articles, magazines, newspapers, if you didn’t before)

Geography  (location of the analysis/discussion. ex: United States)

X-Out/release limiters if you don’t get useful results to go back to wider results.

Remember to schedule your studying so you have time to use Interlibrary Loan (CSU+ & BeachReach) if CSULB does not have what you want digitally or in print.
**STEP FOUR**  Database Detailed Search Elements

There are many ways to explore information in a database.

**Boolean Search**

**AND** = search words together
- cloning AND sheep = looks for discussions on cloning that **do** talk about sheep
- Pride and Prejudice AND irony = looks for discussions that talk about the novel *Pride and Prejudice* and its use of irony.

**OR** = search similar words at the same time = retrieves articles that have one term **OR** the other
cloning OR genetic engineering
- irony OR satire

**NOT** = exclude a term
- cloning NOT sheep = looks for discussions about cloning that **do not** discuss sheep
- Pride and Prejudice NOT Darcy = looks for discussions about *P&P* that do not discuss Mr. Darcy

**Keywords**

Common words you think of to search. You may see them hyperlinked inside a record/result as “tags” or “author applied terms.” You may find that your Keywords are the same words as Subject Terms - that means you know your topic’s vocabulary!

<table>
<thead>
<tr>
<th>Keyword</th>
<th>Subject Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>heart attack</td>
<td>myocardial infarction</td>
</tr>
<tr>
<td>movies or films</td>
<td>motion pictures</td>
</tr>
</tbody>
</table>

**Subject Terms**

Library of Congress Subject Headings (LCSH), General Area Subject Terms, Descriptors, Medical Subject Headings (MeSH) are terms we use to described a “controlled vocabulary.” This is a list of words used by professionals in the field. They have a consistent, reliable definition and they help us retrieve results with specific content.

When you know an official Subject Term and search by it, you can be confident that the article or book you find **substantially** discusses the topic (the Subject). People and Periods of Time can be Subject Terms as well.

Databases often hyperlink Subject Terms, to connect you to many articles of similar content.

**“Apply related words”** Usually in Advanced Searches, choosing to search with “apply related words” will expand your search to include Subject Terms for topics similar to the one you’re searching.

**Truncation**

Use * (an asterisk) to indicate you want variations of a word.
- Ex: truncat* will locate things that contain “truncation” and “truncated.”

**Thesaurus**

A path to look up terms that have similar meaning to the term you are interested in. Only some databases have a thesaurus.

**Format**

Article, Book Article (chapter in a book / essay in a book), Book (print, or an eBook = digitally copied, *not necessarily* born digital.)

**Language**

Typically for CSULB, we choose English, unless you have an arrangement with your instructor that your fluency and translation into English are acceptable. **Ask first!**
Bibliography Mining / Cross-Referencing

Bibliographies (also called Works Cited lists or References, depending on the citation style you’re using), are wonderful sources themselves. You can “mine” or cross-reference one article’s citations to find other articles that share your interests in authors, works and specific topics.

Looking at bibliographies (Works Cited and References lists) can drive your research in a variety of directions:

1) Granular = go deep into a subject to see the kind of fine details writers are exploring in their analysis
2) Wide = get an overview of the variety of ideas being discussed in relation to your topic
3) Reputability = see who the most notable and prolific authors are in your topic

These are the first paths of thoughtful, meaningful research.

Researching authors and their body of work through their citations is also one method that can be applied to uncover Fake News, bogus websites and single-perspective thinking.

Metrics

“Metrics” inform us of how often and where an article was used. They can also connect us to articles that discuss similar subjects.

Impact Factor / Metrics

Most often used in STEM and social science, Impact Factor (how often an article has been used to inform another article) is not an easy scale to apply to literature and the humanities, so it is not used in those fields that often.

However, Google Scholar & PlumX Metrics (in our databases) allow you to see when an article has been cited in other material.

From this information you can learn how useful the article is, how often an author publishes, and the most common journals within which the topic gets published.

Metrics in Google Scholar

Cited by = Other articles that have used the article you are looking at as a reference. Typically, the higher the number, the more notable the source.

Related Articles = Articles that have similar themes and/or similar topic focus.

If you are interested in impact factors and the H-Index or G-Index of how often an author has published in relation to how often the author has been cited by others, you can look further at the following websites. (Be advised - these indices deal more with STEM and social science materials.)

Journal Citation Reports (In our A-Z database list under “J”)
Scopus Journal Metrics journalmetrics.scopus.com
Scimago Journal & Country Rank scimagojr.com

If you find a title you like, copy it into OneSearch “Everything” search to see if we have access to it.
(see Step Five ⑥)

If we do not, you can order it from our interlibrary loan services, CSU+ or BeachReach!
(see Cover Page)

The Web-Based version is free

EndNote endnote.com > login Use the Login page to Sign-Up. It’s free! See: csulb.libguides.com/EndNoteWeb

Citation managers, like EndNote, Zotero, Mendeley, RefWorks all help you collect and organize citations as you find them. EndNote is one of the most popular citation managers. Sometimes a record will offer auto-export to EndNote; sometimes the record exports a file you can upload to EndNote. Sometimes none of this works, and you have to put the info in manually. Your collection of citations stays on the Cloud, in EndNote, Zotero and Mendeley, even after graduation.
OneSearch

Use OneSearch to find books, eBooks & DVDs, print & digital journal articles & to look in many databases at once

csulb.edu > Menu > MyCSULB > Single Sign-On (SSO) > Beach ID & PW > Library Button > OneSearch Box

Type in your search terms & choose from the dropdown menu:

Books/eBooks & Media (CSULB) or Books & Media (CSULB)
This search looks at items we have in our library, such as physical books & eBooks, including essay collections & anthologies, DVDs, microfilm, and print journals. Use the filters (limiters) on the left to choose In the Library and Books to find our books on the shelves and ORCA - which also holds DVDs, microfilm and print journals (see below).

Books/eBooks & Media (all CSU) or Books & Media (all CSU)
It takes 2-5 business days to get a book from another CSU location using the CSU+ interlibrary loan service.

Articles if you only want your results to be articles from a journal or essays in a book.

Everything to see articles, and any cataloged items in our library, and through CSU+ & BeachReach together.

Put specific titles of books or articles in the Everything search to see if we have an item you’ve found on the Web.

Call Numbers on Books - Find Books on the Shelves, or request them from ORCA

You will know if a book is physically in the library if it has a call number and a location listed. The location will be one of the library floors or in the storage unit ORCA: Online Remote Collections Access. ORCA only takes 30 minutes to retrieve an item ~ Items are delivered to the Circulation Desk on the 1st floor. Check Out your books at Circulation.

Print Journals in ORCA

If we have a journal only in print, we typically will not order it for you via BeachReach unless there is an ADA need. Most of our print journals are stored in ORCA. When you find an article you want, make sure to write down the Volume & Issue numbers, so you can order the right item from ORCA. Example:

1. Article title found in OneSearch: “Who do exercise physiologists test best - athletes or themselves?”
2. Journal that holds the article, physically available and stored in ORCA: New Zealand Journal of Sports Medicine
3. Year, Volume, Issue, Pages of the journal that holds the article: 1991, v. 19 n. 1, p. 13-15
4. When I look at the ORCA links, I choose the link that shows the year 1991, and Volume 19, Issue/Number 1 Choosing that link will ask the machine to pull the correct box; the library staff will pull my specific issue by hand.

Find out if CSULB has a journal - online or in print!

Under the OneSearch Box > Advanced Search > Journal Search (at top of screen)

Note! In the Database A-Z list, if you see the OneSearch Symbol next to a database title, it means this database’s articles have been 99% indexed (99% of the material in the database should be discoverable in OneSearch.) For 100% access to a database, skip OneSearch and go to the database directly through the A-Z list.

ORCA lives behind the Circulation Desk. You can see it working on the screens near the Library's Starbucks!
Google Scholar has not indexed all of CSULB’s database records. Do not rely on Google Scholar to find every record our online library catalog & databases hold. However, there is a way to search Google Scholar to see many (not all) of the things we have.

**scholar.google.com > Settings > Library Links**

- **Type In:** California State University, Long Beach
- **Select (Check Box):** Open World Cat & Cal State LB
- **SAVE**

*You can save these settings to your Google account, or you can repeat them each time.*

Following the above instructions, articles that Google Scholar can find in CSULB will be noted on the side with “GetIt@CSULB” Clicking this will take you to sign-in to our Library, like we did in Step One ①.

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No GetIt@CSULB for the article or book?

**Copy the title into OneSearch “Everything” search** to see if we have access to it. (see Step Five ③)

*If we do **not** have the title in the Everything search, order it from CSU+ or BeachReach! (see Cover Page)*

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Why bother with the OneSearch Everything Search? Why not use Google Scholar directly all the time?

Google Scholar works on an automated algorithm that has been allowed access to our library records. The algorithm is fast, but we have millions of records, and we update them regularly. That means links get changed. **Searching our library directly is the best way to find what you have immediate access to.**

Yet, once you are in the working world, you may not have access to all the databases, books and other materials you do while you’re at college. These items are very expensive and a good part of your tuition goes to them. Knowing how to use Google Scholar can help you do research outside of college - at which point you may indeed have to pay for articles. Not now.

**NOW: DO NOT PAY FOR ARTICLES while you are at CSULB! Use BeachReach & CSU+!**

If there is an article you find on Scholar and OneSearch does not have a record for it, fill out a blank BR form: illiad.library.csulb.edu/BeachReachLogon (see Cover Page)
Searching Google Scholar

Google Scholar is an algorithm-based web search engine built by Google to try to discover all of the digitally available information about scholarly work that is out on the Web.

Scholar finds between 50 - 90% of scholarly items, depending on the report you read.
To learn more, you can Google this topic, starting with the phrase: how does google scholar . . .
You can also read their About Page: "Stand on the shoulders of giants." scholar.google.ca/intl/en/scholar/about.html

Tips for Google Scholar

Keywords are more friendly to search (all in one box), but that does not mean more accurate.

Put in as many keywords as you like in the single search box. Use fewer words to get a bigger number of results.

Limiters are limited.

Date: You can narrow and sort by year.

Relevance and Related Articles are the algorithm's interpretation of you might be most interested in -- in relation to your keywords.

We don't really don't know how G. Scholar or Google float items to the top of a list except that in part, it has to do with how many other people have clicked on that link - in part. The actual way it works is proprietary, meaning the method is owned by Google and they prefer not to share it publicly.

Cited By is the best of GS's limiters. It shows how often and by whom the article was cited by other authors.
Think about Metrics, explained in Step Four 4.

Author Name: If an author’s name is hyperlinked (Pat Smith) that author has a profile page listing their works.
You can sort their list by Date too.

Remember -- if GS does not offer direct and free access to the item, order it from Interlibrary Loan. (See Cover Page)
For example, sometimes GS only offers the citation, or the webpage GS points you to asks you to pay - don’t do it!

1. Collect the title of the item you want and put it into OneSearch Everything Search.
2. If we do not have it, order it through BeachReach/CSU+!
3. If OneSearch does not even have a record for it, fill out a blank form for BeachReach.

Your tuition pays for access to research materials. Do not pay again!
Plan time for your research and interlibrary loan materials.

Tips for Google (regular)

Want results that are only pdf files? Add to your search: filetype:pdf
Want only .gov websites? Add to your search: site:.gov
Want only .edu websites? Similar tip: site:.edu
Want to search within a website? Add the website to your search: site:usa.gov

Example: filetype:pdf unicorns = all my results will have PDFs available
STEP SEVEN Evaluation

A Few Methods of Evaluation

Your Instructors/Professors

Your instructors often have a clear understanding (and strong opinions) about the journals, publishers and authors who are reputable in their fields. When in doubt, ask your instructors. They will know more than your librarian on this topic. Asking your instructors for their opinions of your research findings is a legitimate and useful addition to your learning.

All of these approaches help to determine Fake News as well!

Peer-Reviewed | Refereed

1. What do peer-reviewed journals have that trade magazines and websites do not?

• They use vocabulary from the field (sometimes called jargon)
• Main Purpose = to share results of research
• Main Audience = scholars, professors, professionals, researchers, students
• Authors have specialty knowledge and expertise through advanced study & research in their field
• Author credentials and works cited/references listed
• Accountability controlled by a peer-review process

2. How do I limit my searches to peer-reviewed?

Select "peer-reviewed" checkboxes when you see them available (ex: in OneSearch & EBSCO databases)

Check Ulrichsweb, in our A-Z databases, under “U” From Ulrichs: “Ulrichsweb is an easy to search source of detailed information on more than 300,000 periodicals (also called serials) of all types.” Search Ulrichs for journal titles. Type in the name of the journal, or 1-2 topic words. Ex: Psychology

A referee jersey icon means that the periodical is Peer-Reviewed/Refereed.

A gold star icon means the record includes a review. Ulrichs reviews are considered to be reliable. Read what they say about the journal & then discuss it with your instructor.

3. How can I figure out on my own if a journal is peer-reviewed?

1. Search Google for the journal’s website
2. Find their “Submissions” page
3. Consider what it takes to submit an article for review
4. Look at their Review Board or Editors and Google search those people to find out their credentials.
5. Consider the kinds of experts, the level of their education and the years of research needed to be really notable in the field you’re searching.
6. Remember these searches take patience and time.

Author | Publisher | Copyright Holder of a website

Look up authors and publishers to see who they are and where their expertise comes from. The copyright holder is usually found at the bottom of any webpage, or at least the HomePage.

❖ The Web has no laws against lying. Anyone can write anything in an About page. Knowing who is willing to admit to owning a website (through author & copyright) helps to understand the angle of the information.

❖ If there is no clearly named author, publisher and/or copyright on the website, anywhere, that is a bad sign. It means no one wants to admit to owning the information.

❖ Google & Wikipedia can help us learn more about authors & publishers to get a sense of who people are, and learn names and terms that we can use to search for more detail. Ask questions like, What’s the author’s background? Who funds the site? What other companies/sites are they affiliated with? The answers will give you a sense of who owns/produces the information you’re interested in.

Be careful of “.edu” and “.org” They don’t mean reputable. Reputation and reliability of colleges, universities and organizations varies. As well, we must be aware that students can use their school’s .edu for class blogs and make them look like professional sites. And, the .org “organization” may not mean not-for-profit. Just because the site is from a .edu or .org does not make it automatically appropriate for your research.

• Today, Web law requires a site to be educationally-based to be a .edu. But! Before 2001, “.edu” had no restrictions - meaning any individual could have had a .edu site. These pre-2001 .edu sites have been “grandfathered in” and allowed to keep that .edu address. Learn more about.edu here: net.educause.edu/FAQ/Eligibility.
• There are no restrictions on .org - be careful! Look at Internet Corporation for Assigned Names and Numbers (ICANN)’s notes about it here: icann.org/resources/pages/faqs-84-2012-02-25-en#3.
• Websites that are “.gov” for government or “.mil” for military should be legitimate, but always check the copyright owner.

Evaluate each site, article and book as you study and explore. Take the time to evaluate thoroughly. Don’t just believe the hype.

See Step Four for more information about evaluating sources through metrics.
STEP EIGHT  Citation Style - Useful Information

Why does Citation Style Matter?

Citations are about giving credit to supporting research. By correctly indicating your exact sources in a certain style format, you give credit to the other author’s work, and you allow anyone reading your work to find the exact source you used.

A particular Style is about accessing a source’s information quickly. You are currently exploring many fields of study and across your classes, you may use different citation styles (APA, Chicago/Turabian, MLA). Each style is built for a field of study and how people in that field want to access source information quickly. Your major focuses on a field of study, and the style for that field is the one you will use most often to cite your sources. You will get used to it and you’ll be able to read the style fast and easily. You’ll look up templates for that style when you do your own bibliographies.

No need to memorize citation style! Look it up! 😊

Why do I have to use MLA Style in an English class?

MLA = Modern Language Association, and its style is the one we use most often for literature and the humanities. (Humanities are subjects like theatre and fine art).

Places to get Citation Style Help

If you cannot afford to buy the MLA or APA or Chicago/Turabian style book, here are some options:

Free:  Purdue University’s OWL site templates:  owl.english.purdue.edu/owl/section/2/
Dr. P’s LibGuide on basic books & articles for MLA 8th Edition: csulb.libguides.com/mla8thEd
CSULB’s library LibGuide on citation styles: csulb.libguides.com/style


Citation Style is about following templates and rules. You get points off for not editing carefully, and that’s something you can fix with patience.
• Carefully match the type of material you have with the templates available from the resources noted above.

Similar to Bibliography Generators, many databases have Citation buttons in their results (often on the right or in the middle of the result page) that you can click while you are viewing a record to get the article’s information in a chosen Style.

So many things can go wrong using a Bib service or the Cite button, so be careful!

1) Cut & Paste the citation into a Word Doc and “Merge Formatting” so that you keep any italics.

2) Compare the paste with a template from your citation style book, or one of the sources noted above. Make corrections - you will always need to edit your paste.

Do not just cut & paste and leave it as is! Make sure it is right!

REMEMBER to adjust the font to the font you use in your paper
REMEMBER to double-space the entry + indent all secondary lines (called a “hanging indent”)
REMEMBER to check the spelling, and the capital lettering per the Style you are using
(For Example: you don’t capitalize small words like “and” in MLA Style)