

Basic Searching Using EBSCO at Drake Library Oklahoma Wesleyan University

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Log in to EBSCO

Choose Academic Search Complete, MasterFILE Premier, and Business Source Complete. These three databases will give you a wide range of subject results.

Using Advanced Search, enter your search terms in the fields at the top of the screen. Use one or two terms per search field. You can pull down the menu beside the search field and choose author, journal title, or title of article, but when learning to search, it is easier to leave these as they are (Select a Field, optional).

Next, click on the Full Text box so your results will only include articles, not just the citation. Some publishers do not allow immediate access to full text, but require what is called an embargo period. This can be 3-12 months, depending on the publisher.

To the right, notice you can limit by date. If you need business articles published within the last 6 months, this is where you can choose those dates.

After entering your search terms and choosing your search options (limits), click Search. The second picture shows the Results List.

The screenshot shows the EBSCO search interface. At the top, there is a navigation bar with links for Sign In, Older, Preferences, Languages, New Features, Ask a Librarian for Assistance, Help, and List. Below this is a search bar with the text "Searching eBook Collection (EBSCOhost). Choose Databases" and a search field containing "business issues". There are three search fields, each with a "Select a Field (optional)" dropdown menu. A large orange arrow points to the search fields with the text "Enter search terms here". Below the search fields are buttons for "Search" and "Clear".

Below the search fields is the "Search Options" section. Under "Search Modes and Expanders", there are radio buttons for "Find exact phrase", "Find all my search terms", "Find any of my search terms", and "SmartText Searching". Under "Limit your results", there is a checked checkbox for "Full text" and an unchecked checkbox for "References Available". A large orange arrow points to the "Full text" checkbox with the text "Check box for full text results".

Under "Published Date", there are dropdown menus for "Month" (November) and "Year" (2013), and another set of dropdown menus for "Month" (April) and "Year" (2014). A large orange arrow points to the date selection area with the text "Limit date here".

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The screenshot shows the EBSCO search interface. At the top, the search term 'BUSINESS' is entered. The search results are displayed in a list format. The first result is titled 'From Preeminence to Prominence: The Fall of U.S. Business Schools and the Rise of European and Asian Business Schools in the Financial Times Global MBA Rankings'. The number of results is indicated as 'Search Results: 1 - 10 of 69,398'. A red arrow points to this number with the label 'Number of results'. Another red arrow points to a 'Full Text' link for the first article with the label 'Link to full article'.

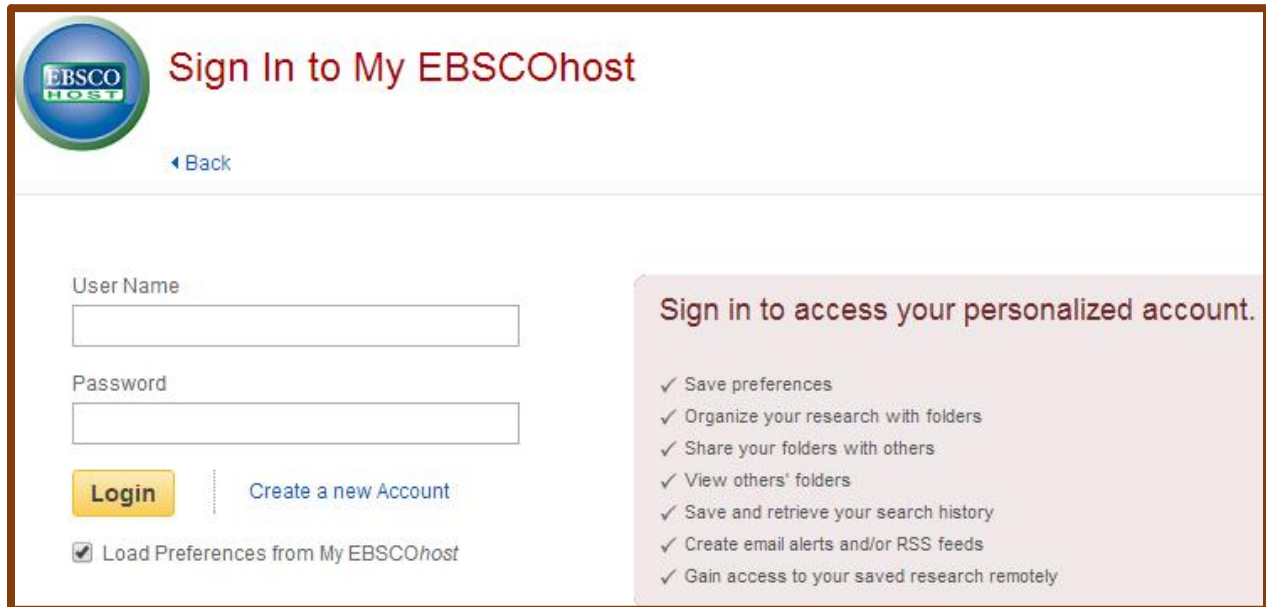
After you choose an article to use, note on the right side of the screen are several tools, including Cite. You can copy and paste your citation format into your paper, but be sure you check it for proper formatting. All the correct parts will be there, but you must correct the formatting.


The screenshot shows the citation format tool. It displays a list of citation formats: AMA (American Medical Assoc.), APA (American Psychological Assoc.), and Chicago/Turabian. The APA format is highlighted with a red box. The citation text for the APA format is: 'Lentz, P. (2013). MBA Students' Workplace Writing: implications for Business Writing Pedagogy and Workplace Practice. *Business Communication Quarterly*, 76(4), 474-490. doi:10.1177/1080563913507479'. On the right side, there is a 'Tools' menu with options: Add to folder, Print, E-mail, Save, Cite (highlighted with a red circle), Export, Create Note, Permalink, and Bookmark.

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A feature that can help you organize and save your searches is a personal Folder. At the top of every screen in EBSCO, you will see a Sign In link. Click on this and set up a free account so you can organize searches and find them when you return to EBSCO.



 **Sign In to My EBSCOhost**

[◀ Back](#)

User Name

Password

[Create a new Account](#)

Load Preferences from My EBSCOhost

Sign in to access your personalized account.

- ✓ Save preferences
- ✓ Organize your research with folders
- ✓ Share your folders with others
- ✓ View others' folders
- ✓ Save and retrieve your search history
- ✓ Create email alerts and/or RSS feeds
- ✓ Gain access to your saved research remotely

If you have questions or would like more information, please contact your librarians at (918) 335-6286, (918) 335-6285, or (918) 335-6887.