How to use EBSCOhost Research Databases

In EBSCOhost you can search the following database resources: SPORTDiscus with Full Text, Academic Search Premier, Business Source Premier, CINAHL Plus with Full Text, eBook Collection, and more.

Guide Contents
Tips for Database Searching ................................................................................................................................. 2
EBSCOhost Basic Search ........................................................................................................................................ 3
The Power of the Advanced Search .................................................................................................................... 4
  Select a Field Limiter ........................................................................................................................................... 5
  Using TI Title ....................................................................................................................................................... 6
  Using SU Subject Terms ...................................................................................................................................... 7
Understanding the Results Screen .................................................................................................................... 8
Refine Results: Left Navigation Area on the Search Results Page ........................................................................ 9
Searching a single research like SPORTDiscus with Full Text ........................................................................... 10
Locating E-books .................................................................................................................................................. 11
Creating Database Folders .................................................................................................................................. 13
EBSCOhost Help ................................................................................................................................................. 14
Contact the Academy Library ............................................................................................................................. 14
Tips for Database Searching

- Before entering a database, have a tentative strategy in mind. Do fully review the assignment or research project parameters.
- Identify possible search terms or keywords (including phrases) to use.
- Explore the limiters, or options, available in the databases. These limiters include: peer reviewed, publication date ranges, publication type, and more.
- Databases search using keywords and keyword phrases connected by **AND, OR, NOT.** A sample search could be: football AND “college athletes”.
- Using quotation marks around common phrases can help, as this tells the database to find those words together.
- Remember to track sources you identify (by writing them down, using a formal tracker, or setting up an account for a free folder in the database). This will help you when the research is complete and you are writing and citing.
- Be mindful while researching, databases do not autocorrect misspellings.
EBSCOhost Basic Search

When you click on EBSCOhost, this takes you to the Basic Search screen. You can type words in the top box, or select any of the filter options. For example, if peer reviewed articles are needed, select the box by Scholarly (Peer Reviewed) Journals.

- To further refine you can click on the words Advanced Search just below the keyword box on the Basic Search screen.
The Power of the Advanced Search

If you click on the words **Advanced Search** a new window opens with more options. In this area you can set special limiters for each keyword.
Select a Field Limiter

Next to each keyword box on the **Advanced Search** screen are drop down menus. You can set a search to look for keywords in the title, in the subject area, by author, or source.
Using TI Title

You can try using TI Title, which tells the database to find your keywords in titles of articles.

- Here is an example setting a set of search terms to **TI Title**. This tells the database to find the keywords in the title. Since quotation marks are around the search terms, it should find search terms together. The Full Text box is also selected. This will greatly impact the number of results, as it is very specific.
Using SU Subject Terms
If you know the SU Subject, which are specific terms databases may use to describe a topic, you can set a search term to that as well (identify subjects by doing a search and reviewing, or selecting Subjects in the top blue menu bar).
Understanding the Results Screen
On the results screen there is a lot of information.

Here are some points to review:

- Review titles and the citation information below (see author, publication, date, and database origin).
- See if the item is available in full text. Look for HTML Full Text or PDF Full Text.
- Review the Subjects area for other search terms to try out.
Refine Results: Left Navigation Area on the Search Results Page

On your results screen look to the left at the Refine Results area. Here you can further update the search by selecting Full Text, setting it for (Scholarly Peer Reviewed) Journals, set a source type, select a Database and more. Selecting an option here will automatically update the search.
Searching a single research like SPORTDiscus with Full Text

If you are interested in searching one specific database in EBSCOhost there are a few quick sets to set up the search.

- On the Basic Search screen click on the blue words **Choose Databases**. There unselect all but the database of interest, for example *SPORTDiscus with Full Text*. Selecting **OK** then takes you back to the basic search. You can then search this specific resource.
- There is the option to select the Advanced Search option to further refine the search.
- You can select the **Choose Databases** again and include all or a selected group of resources.
Locating E-books
In EBSCOhost you can search for e-book options. On the Basic Search or Advanced Search screen, select the Choose Databases option. Then unselect all, and keep only eBook Collection (EBSCOhost) selected.
Selecting the e-book database option, then updates the search where you can place in search terms. Below is a sample search set up looking for e-books on the topic of athletes.
Creating Database Folders

In EBSCOhost there are free research folders available. In the upper right of the Basic Search or Advanced Search screens, click on Sign In. You can create a folder to save research to while using EBSCOhost. Users create their own free account, there is not an administrative login. Each database vendor will require a separate account (ProQuest, EBSCO, Gale, etc.)

- It is important to note databases may create temporary folders while you search. However, in order to save resources to view later on, you need to sign in to that databases folder area.

Here is the sign in and folder account creation:

[Image of EBSCOhost login page]
EBSCOhost Help

The EBSCOhost database does offer tips and tutorials for exploration. On the Basic Search or Advanced Search screen, in the upper right click on Help. A new window opens featuring search information and video tutorials created by EBSCO.

Contact the Academy Library

Please do feel free to contact a member of the Academy Library’s staff by phone, email, and chat.

Phone and email reference assistance is available Monday-Friday 8 a.m. to 5 p.m. CST.

- General library email: library@ussa.edu
- For the library, please call (251) 626-3303.

Staff policy is to respond to all inquiries within 18 hours during the business week.

The Academy’s library also offers 24/7 Librarian chat, available on the library’s homepage on the right side. Students can chat with a librarian anytime, 24 hours a day, 7 days a week, even during holidays.