



# The Cochrane Library

## Accessing the Database

Go to the Library Homepage [css.edu/Library](http://css.edu/Library)

Select *Databases, A to Z* from the column on the left or click on the *Articles* tab at the top.

Library of The College of St. Scholastica: Home

Welcome to the CSS Library. Please contact us if you need assistance.

Search the library website

Home Getting Started Encyclopedias Books Articles Citation Help Archives Friends

Library open to CSS community only

**NOTICE:** Due to rising rates of COVID-19 in our community, the CSS library is closed to community members & area students. The Library is only open for use by CSS students, faculty, and staff as well as members of the St. Scholastica Monastery.

Welcome to the Library

Links Contact Us Hours

Old Sol might be down to his last 4 billion years but SOLAR will just keep serving your needs. It's like Google, only better.

- SOLAR
- ScholastiCAT
- Databases, A to Z
- Newspapers
- LibGuides
- Interlibrary Loan
- e-Reserves
- Distance Students
- Tutorials for Library Resources
- Faculty Resources

Keyword  Search SOLAR for books, articles, and more ...

What do you need help with?

Ask a CSS Librarian a question.

Question

More Detail/Explanation

Your Info

Email \*

Library News

Library acquires art by Sr. Constantina

The Library has acquired a collection of metal candle holders created by Sister Constantina. Sister Constantina Kakonyi, S.N.D., was a professor & artist-in-residence at the College for over 40 years before returning to her

Once on Articles page, select the database you are interested either by finding it in the *Best Bets* tab or else by clicking on the *Databases, A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

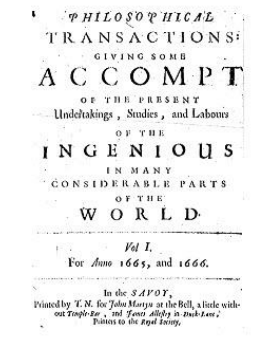
Library of The College of St. Scholastica: Articles

Welcome to the CSS Library. Please contact us if you need assistance.

Search the library website

Home Getting Started Encyclopedias Books **Articles** Citation Help Archives Friends

**Incipit (and so it begins)**



Title page of the first issue of *Philosophical Transactions of the Royal Society*, the scientific journal that started it all.

Databases **Best bets** Newspapers

- Databases, A to Z**  
A master list of the Library's databases. Browse our A to Z list by title or subject, or use our "best bets" tab to get started.
- Journals, A to Z  
Use our database menu to search for articles by subject. Use this link for information about a particular journal, to find the full-text of an article, or to browse the table of contents of a journal.
- Information about Interlibrary Loan
- Tutorials for using our databases

**SOLAR**

SOLAR is a database of databases. It searches all our Library resources and even some we don't own. It's a little like the old "feeling lucky" button in Google. But just like Google, or any tool, there is right time to use it. And like Google, the results can be overwhelming. Sometimes using one of our focused, discipline-specific databases can make you luckier.

- SOLAR

If you are off campus, when you click on the title of the database, this window will automatically pop up:

### Database Access via The College of St. Scholastica Library

Please enter your username:

Please enter your password:

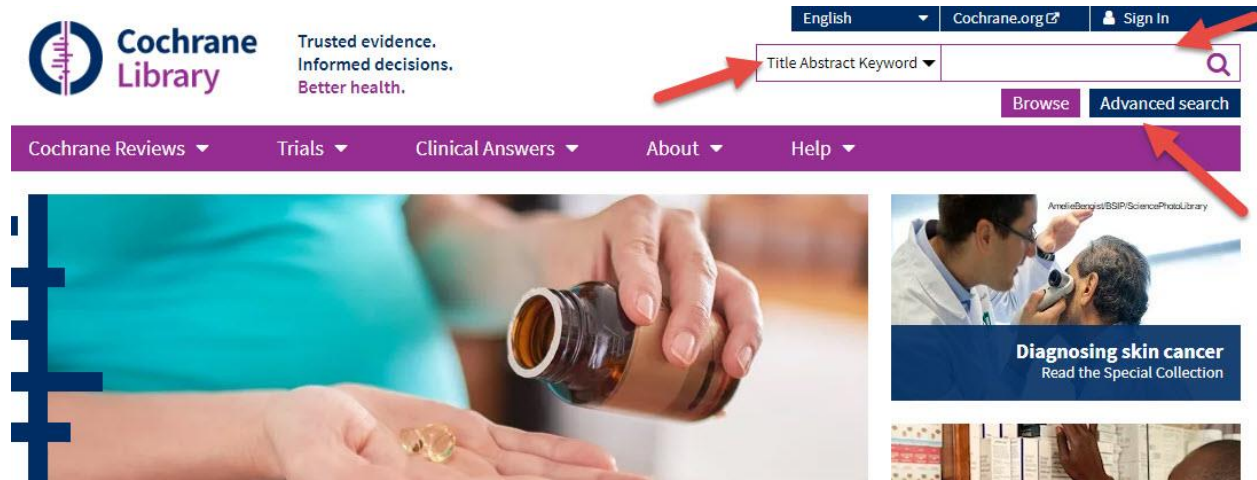
Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

Enter your Novell username and password (what you use to log in to Brightspace, your CSS email, or any computer in a lab on campus).

\*\*Note: If you have trouble logging in, please contact the IT help desk ([helpdesk@css.edu](mailto:helpdesk@css.edu) or 218-723-7007).

# Searching

## Main Page

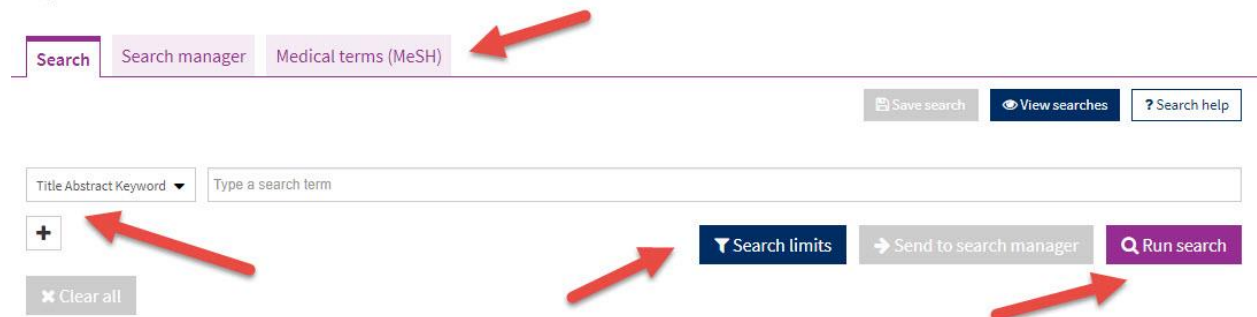


**Basic Search** – located on the upper right corner of the screen – use when looking for a single concept or topic. Enter your search term in the box and click on the magnifying glass. Use the pull-down menu to select where you wish your term to be found such as in the title or author. Click on the advanced search link for more search options.

**Advanced Search** – Click the *Advanced Search* link. Use for complex research topics or for searching multiple concepts at one time.

### Advanced Search

Please note that the Advanced Search is optimised for English search terms. Certain features, such as search operators and MeSH terms, are only available in English.



Click on dropdown arrow to the left of the search box to select title, abstract, keywords, author, tables, record title, doi, etc.

Type keywords into the search box.

To add another search box, click on the “+” sign below the search box.

Choose AND, OR, NOT to broaden or narrow your search.

AND – narrows searches by combining terms. Citations must have all your terms to be included in results list. Ex. Critical Care AND Pediatrics AND Nursing

OR – broadens searches by searching for all terms separately. Citations will have either term. Ex. Infants OR Babies

NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but NOT the second term. Ex. Dogs NOT Poodles, Arthritis NOT Rheumatoid

Click on the Search limits box to apply restrictions like publication years or content type.

When you have built your search, click on *Run search*.

## Subject Terms

Medical terms or MeSH (Medical Subject Headings) try to match your keywords to subject headings used in the database. To search for subject headings, click on the *Medical Terms (MeSH)* tab.



Type your keyword into the *Enter MeSH Term* box and click on the *Look up* button.

You will get a definition, exact term and phrase matches, a MeSH term for narrower, broader, and related terms and search results you can view for articles that have that MeSH term.

**Definition**

**Otitis** - Inflammation of the ear, which may be marked by pain (EARACHE), fever, HEARING DISORDERS, and VERTIGO. Inflammation of the external ear is OTITIS EXTERNA; of the middle ear, OTITIS MEDIA; of the inner ear, LABYRINTHITIS.

**Thesaurus Matches**

**Exact Term Match**

**Otitis**

Synonyms: Inflammations, Ear; Ear Inflammation; Inflammation, Ear; Otitides; Ear Inflammations; Ear Infection; Infection, Ear; Ear Infections; Infections, Ear

**Phrase Matches**

**Otitis**

Synonyms: Ear Infection; Ear Infections

**Any Word Match**

**Otitis**

Synonyms: Inflammations, Ear; Ear

**MeSH Trees**

MeSH term - **Otitis**

Explode all trees

Single MeSH term (unexploded)

Explode selected trees **Select**

**Tree number 1**

**Otorhinolaryngologic Diseases [+6]**

**Ear Diseases [+15]**

Cholesteatoma, Middle Ear

Congenital Microtia

Ear Deformities, Acquired

Ear Neoplasms

Earache

Hearing Disorders [+3]

Herpes Zoster Oticus

Labyrinth Diseases [+4]

Myringosclerosis

Otitis [+3]

**Search Results**

There are **1192** results for your search on

- MeSH descriptor: Otitis
- Explode all trees

**Add to search manager**

Trials	1157
Cochrane Reviews	35

**Save search** **View results**

## Results List

Results Screen – you will see a list of citations.

Click on title of article to see full-text of an article. Click on the box in front of the title to select it for batch exporting.

Click on aspects in the left-hand column to filter your results to publication date, status, language, type, or topic.

Click on the tabs above the search results for the types of articles such as Cochrane review, protocols, trials, etc.

The screenshot shows the Cochrane Database search results interface. At the top, there are tabs for different article types: Cochrane Reviews (48), Cochrane Protocols (6), Trials (2527), Editorials (1), Special collections (0), Clinical Answers (10), and Other Reviews. The search results are filtered to show 48 Cochrane Reviews. The first result is 'Zinc supplements for preventing otitis media' by Anjana Gulani and Harshpal S Sachdev, published on 29 June 2014. The second result is 'Topical analgesia for acute otitis media' by Ruth Foxlee, Ann-Charlott Johansson, Jessika Wejfalk, Liz Dooley, and Chris B Del Mar, published on 19 July 2006. On the left, there is a 'Filter your results' section with a date filter set to 'The last 2 years' (7 results). Red arrows point to the 'Cochrane Reviews' tab, the title of the first result, and the date range filter.

## Sample Article

### Zinc supplements for preventing otitis media

Cochrane Systematic Review - Intervention | Version published: 29 June 2014 [see what's new](#)

New search score 7 [View article information](#)

[Anjana Gulani](#) | [Harshpal S Sachdev](#)  
[View authors' declarations of interest](#)

**Abstract** available in [English](#) | [Français](#) | [日本語](#) | [Português](#) | [简体中文](#)

#### Background

Otitis media is inflammation of the middle ear and is usually caused by infection. It affects people of all ages but is particularly common in young children. Around 164 million people worldwide have long-term hearing loss caused by this condition, 90% of them in low-income countries. As zinc supplements prevent

The screenshot shows the right-hand navigation menu for the article. It includes options for 'View PDF', 'Cite this Review', 'Request Permissions', and 'Comment on Review'. Below these are buttons for 'Print', 'Share', and 'Email'. A gray box below the menu lists the article's sections: 'Abstract', 'Plain language summary', 'Authors' conclusions', 'Background', 'Objectives', 'Methods', 'Results', and 'Discussion'. Red arrows point to the 'View PDF' and 'Print' options.

Click on the links to the right for the following options: *View PDF* to get the summary, standard, or full text of the article; *Cite this Review* to export the article to EndNote; *Print, share or email* the article; or jump to those parts of the article using the links in the gray box below.

## Exporting Citations to EndNote

(see [instructions for EndNote](#) for information on how to use this program)

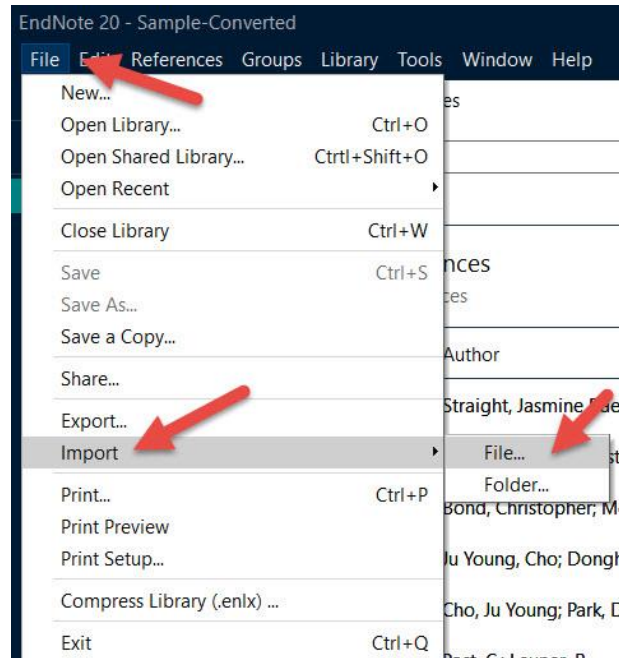
Click on the *Cite this Review* link and then click on *EndNote* link and then the *Download* button.

The screenshot shows a window titled "Cite this Review" with a close button (X) in the top right corner. Below the title bar, the citation text is displayed: "Gulani A, Sachdev HS. Zinc supplements for preventing otitis media. Cochrane Database of Systematic Reviews 2014, Issue 6. Art. No.: CD006639. DOI: 10.1002/14651858.CD006639.pub4." Below the citation text, there are three icons for saving the citation: CiteULike, Mendeley, and RefWorks. Underneath, there is a section titled "Copy or download citation" with a red arrow pointing to the "EndNote" link. Below this, there are four tabs: "Plain text", "EndNote", "Reference Manager", "ProCite", and "BibteX". The "EndNote" tab is selected. Below the tabs, there is a text area containing citation metadata: "ID: CD006639", "AU: Gulani A", "AU: Sachdev HS", "TI: Zinc supplements for preventing otitis media", "SO: Cochrane Database of Systematic Reviews", "YR: 2014", "NO: 6", "PB: John Wiley & Sons, Ltd", "SN: 1465-1858", and "KV: \*Dietary Supplements; Child Nutrition Disorders [therapy]; Child, Preschool; Child; Adolescent; Therapeutics; Health Services Research". Below the text area, there is a checkbox labeled "Include abstract" and a blue "Download" button. A red arrow points to the "Download" button.

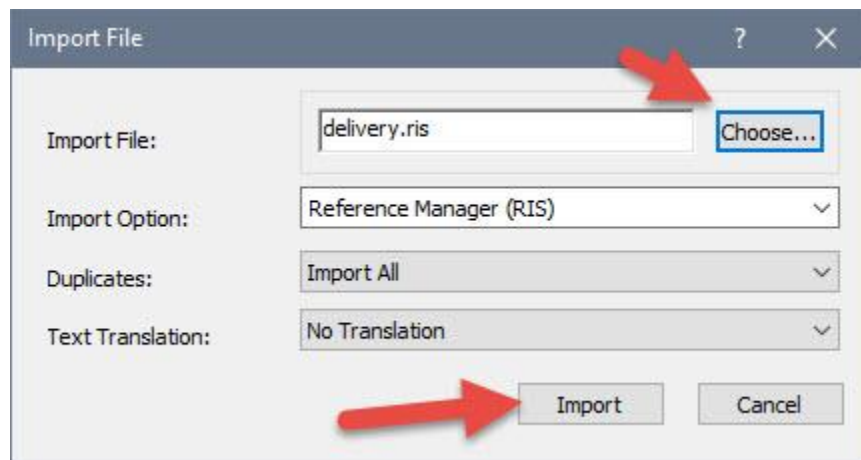
Click on the *Save* button when you have selected where you wish the file to be saved.

The screenshot shows a "Save As" dialog box with a close button (X) in the top right corner. The address bar shows the path "This PC > Desktop" and a search box labeled "Search Desktop". The "File name:" field contains the text "delivery". The "Save as type:" dropdown menu is set to "RIS Formatted File". Below the "Save as type:" field, there is a "Browse Folders" button. At the bottom right, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File...*



Click on *Choose...* to select the file you just saved and click on *Import* once you have selected it.



Your citations will now automatically be added to your EndNote library.