



## Finding the Full-text of an Article

Once you have found some citations of articles you are interested in, the next step is to locate the full-text of those articles. Following these steps in this order will help you find the full-text in the quickest and simplest way possible. To start, go to the Library Homepage, which can be found at [css.edu/Library](http://css.edu/Library)

Step 1 - Through the database you are currently using.

If the article is available full-text within the database you are searching, for example in CINAHL or PsycINFO, simply click on the full-text link. It will usually let you either print the article or email it to yourself.

Your article's journal may be full-text in a different database other than the one you used. For example, most articles in PubMed, are not in there full-text, but they might be full-text in Academic Search Premier.

Some journals never have their articles full-text in an online database or they may place an embargo on their articles meaning that they have to be a certain age such as one year old before they will allow them to be full-text online. In addition, articles that are older than 10-15 years may not be full-text online. For this reason, libraries are still a valuable resource to find articles. To check to see if your article's journal is full-text in any of the databases or here in the Library in print, follow these steps:

If you see a link for *Full Text Finder*, click there and it will either automatically take you to the database that has the full-text of the article, or it will have you *View other options*, so follow those instructions.



Step 2 - Check the Library's journals it has here in print.

To search the Library's journals it has in print or full-text online in any of the databases it subscribes to, click on *Journals, A to Z* on the *Articles* page.

• [Journals, A to Z](#)



Enter the title of the journal in the search box and click *Search*.

Searching Publication Finder for COLLEGE OF ST SCHOLASTICA

Title ▾ Contains ▾ Search Title 

All ▾

Browse publications by name 

# A B C D E F G H I J K L M N O >

< >

All AA AB AC AD AE AF AG AH AI AJ AK AL AM AN AO >

< >

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 Browse Databases

  Browse Subjects

All journals owned by CSS will be listed. If the library owns the hardcopy of the journal, it will say *CSS Print Holdings*. The dates included in the databases and what is here in the Library will be listed.

If it says *Full Text Delay*, that means that the article needs to be that old before the full text of it can be in the online database. Click on the link to go to that database and search for the article.

If the Library does have it here in print, come in person to scan it, or if you are a distance person, then click here for more information on requesting materials <http://libguides.css.edu/RequestingMaterials>. If the Library does not have it in print, then you will need to Interlibrary Loan it (follow Step 3 directions).

## National Geographic

ISSN: 0027-9358; 1931-1524

Subject (General): Geography & Cartography

[more...](#)

### Full Text Access ▲

-  [Academic Search Premier](#)  
1995-01-01 – 2021-07-01
-  [CSS Print Holdings:](#)  
Library retains current year.
-  [EBSCO MegaFILE](#)  
1995-01-01 – 2021-07-01
-  [Gale Academic OneFile](#)  
1999-06-01 – Present (Full Text Delay: 3 months)
-  [Gale General OneFile](#)  
1999-06-01 – Present (Full Text Delay: 3 months)

### Step 3 – Interlibrary Loan (ILL)

If the Library does not have access to the book or journal article that you need for your research project, you will find a link to interlibrary loan.

#### 1. The multiplicative effect of stress and **sleep** on academic cognitions in Latino college students.



Sasser, Jeri; Lecarie, Emma K.; Gusman, Michaela S.; Park, HyeJung; Doane, Leah D.; Chronobiology International, Vol 39(3), Mar, 2022 pp. 346-362. Publisher: Taylor & Francis; [Journal Article]. Database: [APA PsycInfo](#)

**Subjects:** Cognitions; **College Academic Achievement**; **College Students**; **Sleep**; Stress; Adulthood (18 yrs & older); Male; Female

[Interlibrary Loan and/or Request](#)



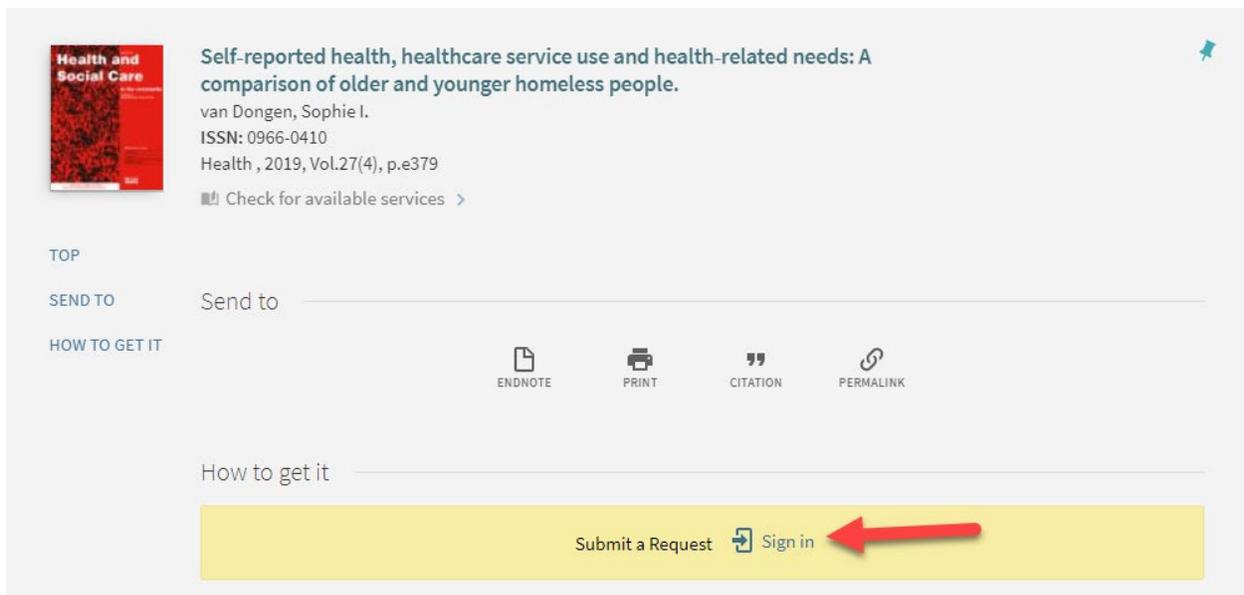
Click on the **Interlibrary Loan and/or Request** link. This will bring you into the library system.

NOTE: If you are not logged in, you may be prompted for a username and password. The prompt will look as follows:



Use your network username and password, which is the same username and password you use to access Brightspace or your CSS email.

Next, click **Sign In** to login to your Library account.



Next, click **Interlibrary Loan Request** to open the Interlibrary loan form.

**Health and Social Care**

**Self-reported health, healthcare service use and health-related needs: A comparison of older and younger homeless people.**

van Dongen, Sophie I.  
 ISSN: 0966-0410  
 Health, 2019, Vol.27(4), p.e379

Check for available services >

TOP

SEND TO \_\_\_\_\_

HOW TO GET IT

ENDNOTE PRINT CITATION PERMALINK

How to get it \_\_\_\_\_

Interlibrary Loan Request  >

Next, double check that the article title, journal title, and other information is correct in the online form. Make changes if needed.

Resource Sharing

TOP

SEND TO

HOW TO GET IT

Media  
Any

Citation type  Book  Article

Article title  
\* Self-reported health, health

Journal title  
\* Health & social care in the c

Author  
van Dongen, Sophie I.

ISSN  
0966-0410

DOI

Publisher

Publication year  
20190701

Volume  
27

Issue  
4

**NOTE**, if you are requesting a book or other physical item, you are a distance student, and want the item sent to your home address, click the dropdown arrow for **Pickup Location**, then select **Home Address**.

Once you are satisfied that the information in the online form is correct, scroll to the bottom of the form, and click to agree to the conditions of copyright.

**You must read and acknowledge the following statement before submitting your request.**

- ★  The Copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photo copy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

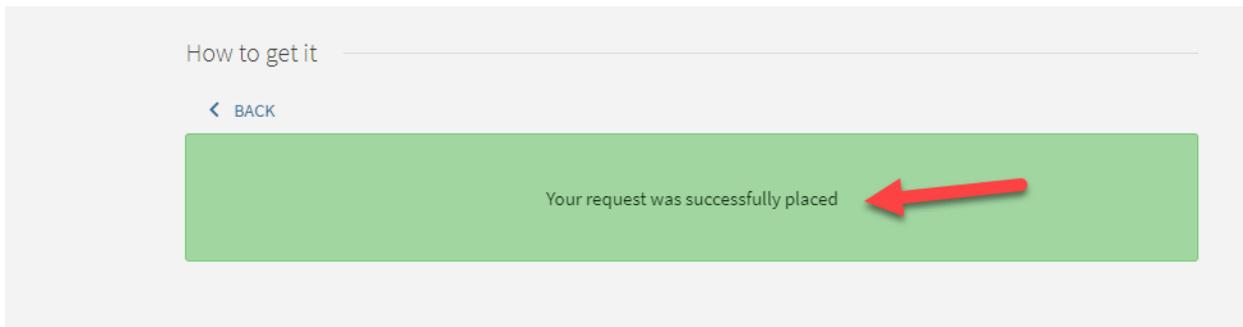
Pickup location  
St. Scholastica Library ▼

↻ RESET FORM

➤ SEND

Lastly, click **Send** to initiate your request.

Now, you should see a message that your request has been successfully placed.



## Requesting Interlibrary Loan through the Blank ILL Form

For databases that do not have the Interlibrary loan link available in them, articles located in Google Scholar, or those resources found at the end of reference lists, you can request these sources by filling out a blank interlibrary loan form.

Click on the **Interlibrary Loan** link found in the **Popular Links** on the library homepage.

# Library of The College of St

Welcome to the CSS Library. Please contact us if you n

- [Home](#)
- [Getting Started](#)
- [Encyclopedi](#)

### Popular Links



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](#)
- [Academic Search Complete](#)
- [LibGuides](#)
- [Interlibrary Loan](#)
- [Reserves](#)
- [Distance Students](#)

Once on the Interlibrary Loan page, you will find the blank **Interlibrary Loan Form** on the right side of the page.

<h4>Distance Users</h4> <p>Distance users can have physical items shipped to their home address. They can also receive electronic copies of chapters and articles to their CSS email. When submitting a hold request or an interlibrary loan request you can select Home Delivery under <i>Pickup Location</i> and enter your address. You can also respond to the arrival notice with your shipping address and ask for items to be shipped. Physical item requests are shipped by USPS. Items are shipped free of charge, but distance</p>	<h4>Frequently Asked Questions</h4> <p><b>Q. HOW LONG WILL IT TAKE?</b> Delivery speeds are dependent on staffing at the CSS library, staffing at the lending library, the availability of the requested material, and shipping speed. Most articles are filled within 24 hours on business days. Books typically arrive within 3 business days.</p> <p><b>Q. HOW WILL I KNOW WHEN MY ILL REQUEST ARRIVES?</b> Articles - You will receive an email with the subject "The article you requested" or "Delivery of Mintex Referral Articles" with instructions to access your article. You have a limited number of logins and days to access the article. It is best to download and save the article immediately. *NOTE: Articles are scanned as PDFs. You will need to have Adobe Reader on your device.</p>	<h4>ILL request form</h4> <p>Use the following form to request books, journal articles, or other items through Interlibrary Loan.</p> <ul style="list-style-type: none"><li><a href="#">Interlibrary Loan Form</a> Request an item through resource sharing.</li></ul>
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The College of  
*St. Scholastica*

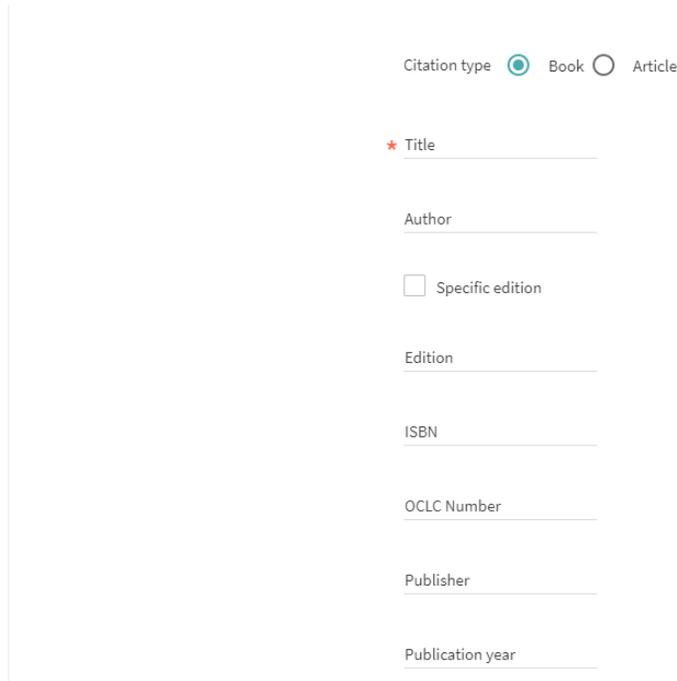
Forgot your password?

  
[Need Help?](#)

**NOTE:** If you are not logged into my.CSS, you may be prompted for a username and password. The prompt will look as follows:

Use your network username and password, which is the same username and password you use to access my.CSS, Brightspace, or your CSS email.

Once you have logged into the Library system, you will be brought to the blank ILL form.



The screenshot shows a web form for requesting an Interlibrary Loan (ILL). At the top, there is a "Citation type" section with two radio buttons: "Book" (which is selected) and "Article". Below this are several input fields, each with a label and a horizontal line for text entry. The fields are: "Title" (with a red asterisk indicating it is required), "Author", "Specific edition" (with an unchecked checkbox to its left), "Edition", "ISBN", "OCLC Number", "Publisher", and "Publication year".

The form will default to the **Book** form. If you wish to request a book or video, fill out the form with as much information as possible. You must have at least the Book or Video title; however, the more information you put in the fields, the faster we can locate the item and have it sent to you.

Citation type  Book  Article

\* Article title \_\_\_\_\_

\* Journal title \_\_\_\_\_

Author \_\_\_\_\_

ISSN \_\_\_\_\_

DOI \_\_\_\_\_

Publisher \_\_\_\_\_

Publication year \_\_\_\_\_

Volume \_\_\_\_\_

If you want to request an article, click on the radio button before Article. This will change the form to an Article form.

Fill out the form with as much information as you have about the article. However, at the very least, you must include the article title and the journal title.

If you would like the article to be scanned and sent to your CSS email, click the radial button before **Digital**. You can find this near the bottom of the form.

Volume \_\_\_\_\_

Issue \_\_\_\_\_

Source \_\_\_\_\_

Pages \_\_\_\_\_

Format  Physical  Digital  Photocopy

Address ▼ \_\_\_\_\_

Preferred Local Pickup Lo...  
St. Scholastica Library ▼ \_\_\_\_\_

Comment \_\_\_\_\_