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

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.

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

**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.

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.

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

Lastly, click Send to initiate your request.

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 photocopy 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.
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.

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

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.