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. Enter your keyword or article information in the Search within Publication box and click on the magnifying glass to 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).

1. **National Geographic**

   ISSN: 0027-9358. Ethnic & Cultural Studies, Geography & Cartography.

   Enter title, subject or ISSN/ISBN

   **Full Text Access**

   - Academic Search Premier 1995 - present (Full Text Delay: 3 months)
   - CSS Print Holdings: Library retains current year.
   - EBSCO MegaFILE 1995 - present (Full Text Delay: 3 months)
   - Expanded Academic ASAP 1999 - 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: you can ignore the Address field and the Preferred Local Pickup in the online form if you are requesting an article. These fields are for requesting items to be mailed to your home address. However, if you are requesting a book or other physical item, you are a distant student, and you want the item sent to your home address, click the dropdown arrow next to Address and choose your home address. If your home address is different than what is displayed in the Address field, then put the correct address in the Comments box.

Once you are satisfied that the information in the online form is correct, scroll to the bottom of the form, and click Send.
The next screen will display a Copyright Notice. Click the **I agree with the terms** link to submit your interlibrary loan request.

Once you click on the **I agree with the terms** link, a message will display letting you know your request was sent.