



## JSTOR: Arts and Sciences Collection

Complete runs of hundreds of journals across a wide variety of disciplines. JSTOR serves as a digital archive of older issues. The current 5 years of the journal are “embargoed” and not available.

### Accessing the Database

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

Select *Databases, A to Z* from the *Popular Links* 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.

The screenshot shows the library homepage with a navigation bar containing: Home, Getting Started, Encyclopedias, Books, **Articles**, Citation Help, and Archives. Below the navigation bar are three main columns:

- Popular Links:** A list of links including SOLAR, ScholastiCAT, **Databases, A to Z**, Academic Search Premier, LibGuides, Interlibrary Loan, Reserves, Distance Students, Tutorials for Library Resources, Duluth News-Tribune, Faculty Resources, Friends of the Library, and Popular Reading. A red arrow points to the 'Databases, A to Z' link.
- Ms. Dugan reads what?:** A section featuring a photo of Ms. Anne Dugan and text about the 'Faculty Read What?' series. A red arrow points to the 'Articles' tab in the navigation bar.
- Contact Us:** Contact information for The College of St. Scholastica Library, including address, phone, fax, text, email, and social media links.

At the bottom right, there is a **Library hours** section with tabs for 'Regular hours' and 'Exams & Holidays', and a note for 'Fall & Spring semesters'.

Once on Articles page, select the database you are interested either by finding it in the *Best Bets* box 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.

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:

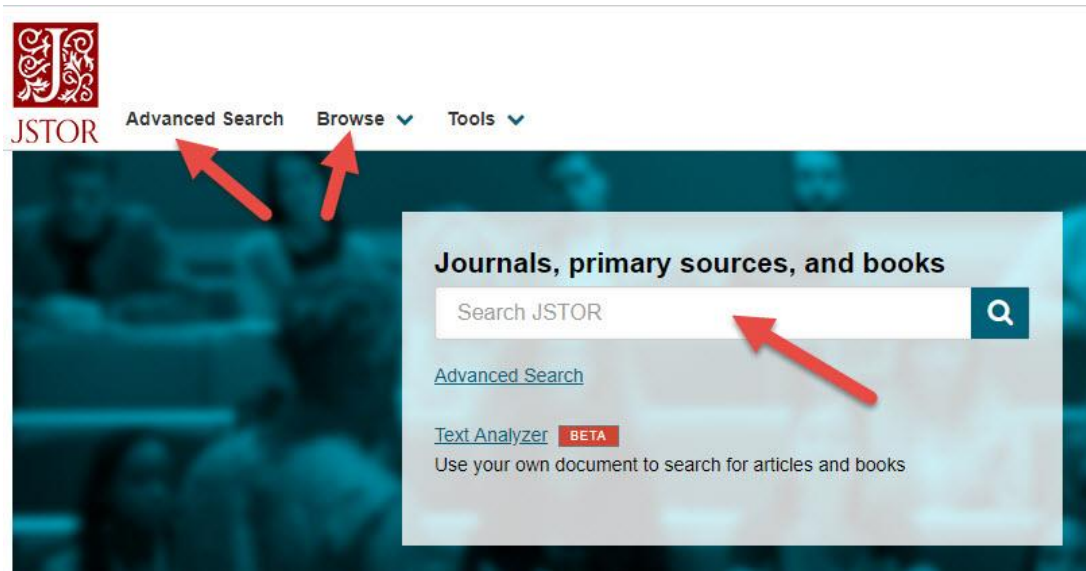
Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

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

**\*\*Note:** If you have trouble logging in, please call the IT help desk (Toll free 1-877-723-5911).

## Searching

**Main Page** – Enter your search term in the box and click on the magnifying glass to begin searching. Click on the *Advanced Search* link below the search box for more options.



**Advanced Search** - Click on the *Advanced Search* link to combine multiple ideas of your topic and also search by author, journal name, title, item type, etc.

**Advanced Search** [Search Help](#)

All fields ▾

AND ▾  All fields ▾

[Add a search box](#)

Select an access type  
Content I can access ▾

[Search](#)

**Narrow By:**

**Item Type**

<input type="checkbox"/> Articles	<input type="checkbox"/> Research Reports
<input type="checkbox"/> Reviews	<input type="checkbox"/> Pamphlets
<input type="checkbox"/> Books	<input type="checkbox"/> Miscellaneous

Click on the dropdown arrow at the end of the *All fields* box to search by author, article title, abstract, or caption.

To string your terms together, click on the drop down arrow at the end of the *and* 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. Shellfish AND allergy AND precautions.

OR – broadens searches by searching for all terms separately. Citations will have **either** term. Ex. Higher Education OR College

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, Management Styles NOT TQM

You can limit your search by type of article, a date range, language, and within a given discipline or journal.

You can narrow your search by an item type, language, publication date, journal or book title, or journal filter.

Click the *Search* button when you are done constructing your search.

## Results List

Results Screen – JSTOR is unique in that any journal that is in its database is full text back to its beginnings. So all articles in JSTOR are full text. Click on the article title to view the full text. You can sort the results by relevance, newest to oldest or oldest to newest by clicking on the pull-down arrow next to *Sort by*. Click on the boxes in front of articles you are interested in. You can then save, email, export, or track these selected citations.

Click on the title of the article to get more information or the links to the right to download the full text of the article as a PDF or cite it. Use the links to the left to filter your results by content type, subject or access level.

The screenshot shows the JSTOR search results interface. On the left is a 'Refine Results' sidebar with sections for 'Search Within Results', 'Content Type' (Journals: 15,021; Books: 314), and 'Publication Date'. The main area displays 'Showing 1-25 of 15,335 search results' with options to 'Modify Search', 'Search for Images', and 'Search Help'. Below this is a 'Sort by: Relevance' dropdown and a 'Show snippets' checkbox. The first result is a 'JOURNAL ARTICLE' titled 'ABRAHAM LINCOLN' with a 'C.N.' link and a 'FREE' tag. To the right of the title are buttons for 'Download PDF', 'Save', and 'Cite this Item'. A second result is partially visible below.

## Article Information

When you click on the title of the article, you will see the full text of the article.

To the top right you can Share including sending this to email, Save, or Download PDF

Below the journal to the left, click on *Cite this Item* or view the journal's information.

The screenshot shows a JSTOR article page. On the left, there is a sidebar with the article title 'ABRAHAM LINCOLN' and a 'Cite this Item' button. A red arrow points to this button. The main content area shows the article text, which is a review of a book by Abraham Lincoln. At the top right of the main content area, there are buttons for 'Share', 'Save', and 'Download PDF'. A red arrow points to the 'Save' button. The article text includes the title 'ABRAHAM LINCOLN' and the author 'BY C. N. K.'. The text discusses the author's views on education and the role of the state.

## Exporting Citations to EndNote

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

Click on the *Cite This Item* link to either copy the citation format you wish to use or click on *Export a RIS file* to export the citation for EndNote.



## Cite This Item

### Copy Citation

#### MLA

C. N. "ABRAHAM LINCOLN." *The Journal of Education*, vol. 47, no. 1 (1160), 1898, pp. 5–6. JSTOR, JSTOR, www.jstor.org/stable/44046955.

Copy

#### APA

C. N. (1898). ABRAHAM LINCOLN. *The Journal of Education*, 47(1 (1160)), 5-6. Retrieved from http://www.jstor.org/stable/44046955

Copy

#### CHICAGO

C. N. "ABRAHAM LINCOLN." *The Journal of Education* 47, no. 1 (1160) (1898): 5-6. http://www.jstor.org/stable/44046955.

Copy

### Export Citation

[Export to NoodleTools](#)

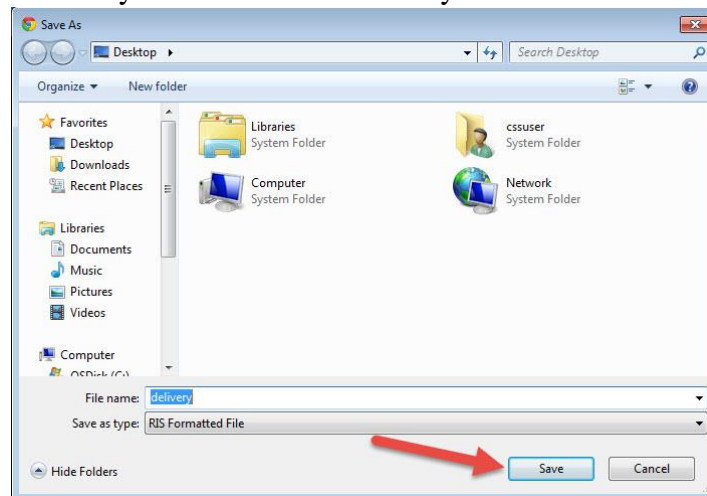
[Export to RefWorks](#)

[Export to EasyBib](#)

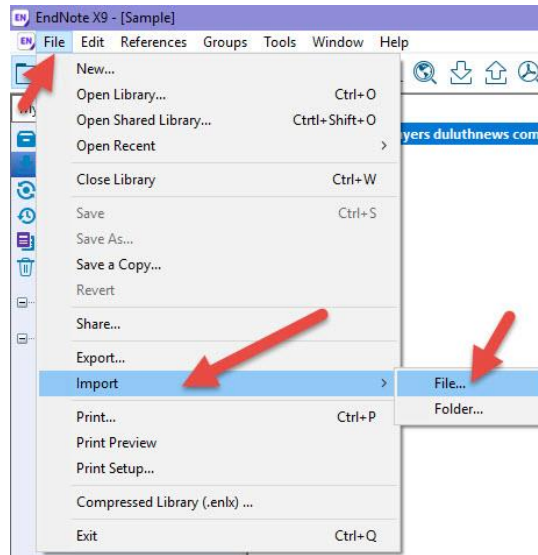
[Export a RIS file](#) (For EndNote, ProCite, Reference Manager, Zotero, Mendeley...)

[Export a Text file](#) (For BibTex)

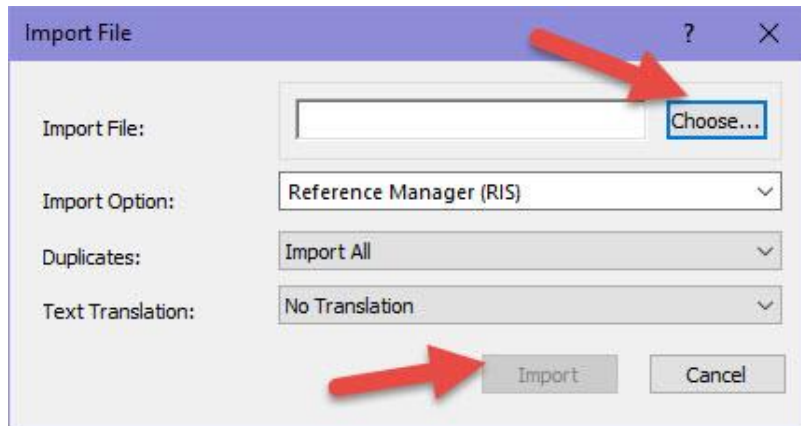
Click on the *Save* button when you have selected where you wish the file to be saved.



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*.



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