

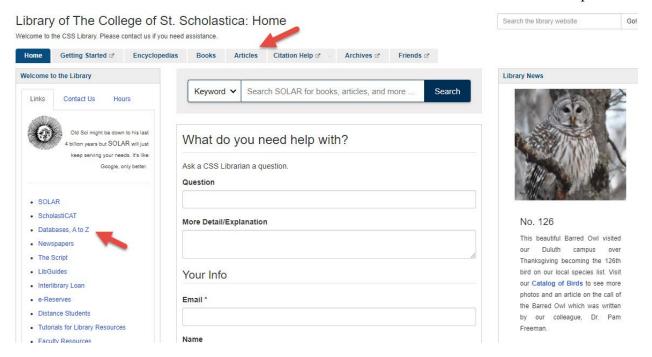
JSTOR: Arts and Sciences Collection

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.

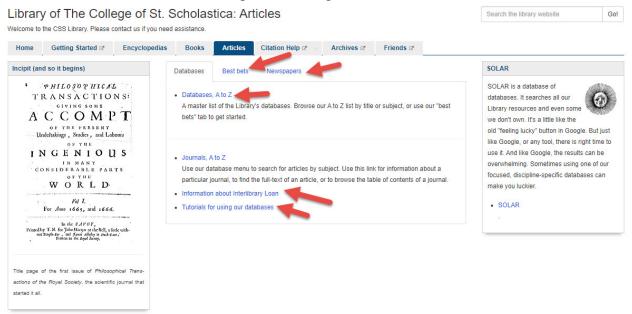
Accessing the Database

Go to the Library Homepage css.edu/Library

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



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.



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



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 (<u>helpdesk@css.edu</u> or 218-723-7007).

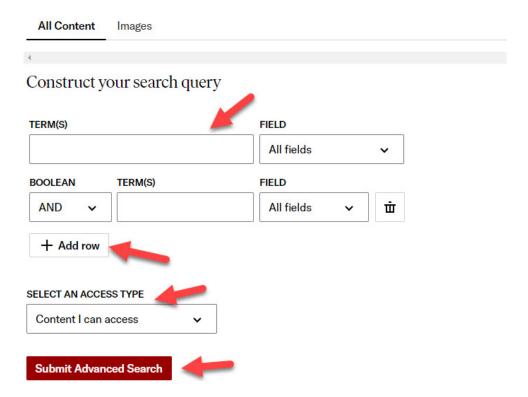
Searching

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



Click on the dropdown arrow at the end of the *All fields* box to search by author, item 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. NEAR 5, 10 or 25 helps with proximity searching.

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

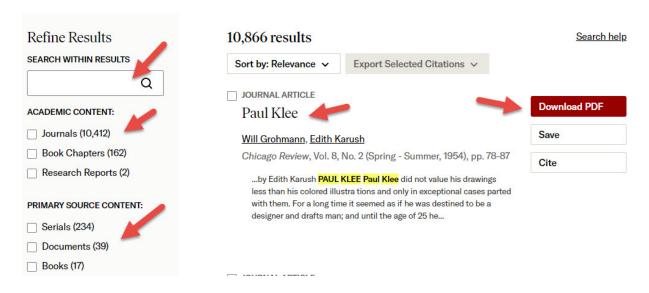
NOT – narrows searches by excluding a portion of a large topic. Citations will have the first term but **NOT** the second term. Ex. Dogs NOT Poodles, Management Styles NOT TQM You can limit your search by type of article, a date range, language, and within a given discipline or journal.

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 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 interest in. You can then save, email, export, or track these selected citations.

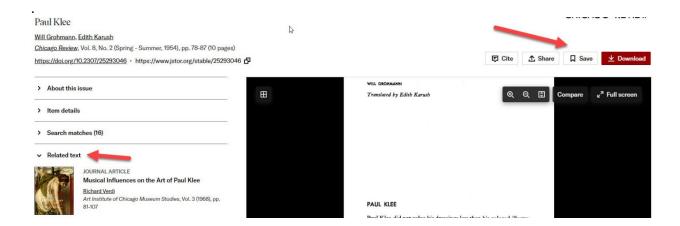
Click on the title of the article to get more information or the links to the right to download the full text of the article as a PDF or cite it. Use the links to the left to filter your results by academic or primary source content, date, or access type.



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 Cite, Share including sending this to email, Save, or Download the file.



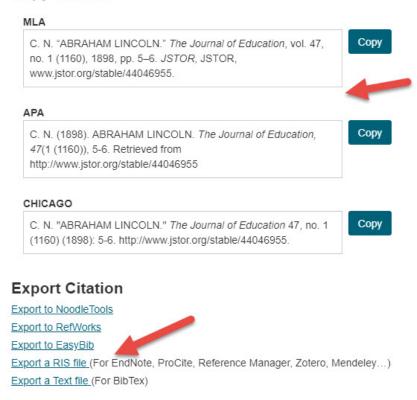
Exporting Citations to EndNote

(see <u>instructions for EndNote</u> for information on how to use this program)

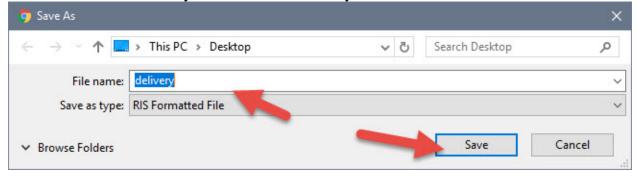
Click on the Cite This Item link to either copy the citation format you wish to use or click on Export a RIS file to export the citation for EndNote.

Cite This Item

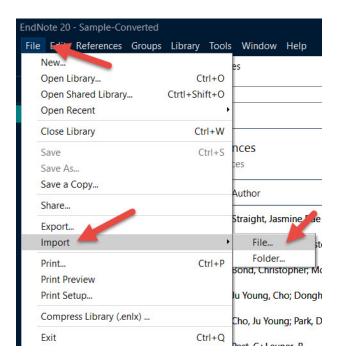
Copy Citation



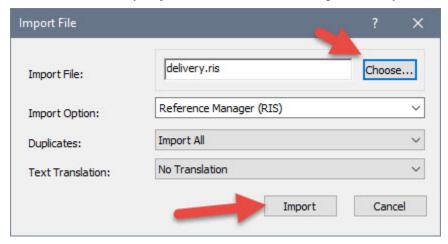
Click on the Save button when you have selected where you wish the file to be saved.



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 once you have selected it.



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