



## ProQuest

Several databases the Library subscribes to are through ProQuest including Dissertations & Theses @ The College of St. Scholastica, Nursing & Allied Health Source, and Newspapers including US Newsstream (which has *The New York Times*, *St. Cloud Times*, *Star Tribune*, *USA Today*, *The Wall Street Journal*, *The Washington Post* and many others), and Historical Newspapers for the *Minneapolis Tribune* (1867-1922) and *The New York Times* (1851-2011).

\*While the search pages might look a little different depending on which database you are using, it will largely operate the same. For example, some limits may be different for various databases.

### Accessing the Database

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

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

The screenshot shows the library homepage with several red arrows highlighting key features:

- Top navigation bar: Home, Getting Started, Encyclopedias, Books, Articles, Citation Help, Archives, Friends.
- Search bar: "Search the library website" with a "Go!" button.
- Notice: "NOTICE: Due to rising rates of COVID-19 in our community, the CSS library is closed to community members & area students. The Library is only open for use by CSS students, faculty, and staff as well as members of the St. Scholastica Monastery."
- Left sidebar: "Welcome to the Library" with tabs for Links, Contact Us, and Hours. A list of links includes SOLAR, ScholastiCAT, Databases, A to Z, Newspapers, LibGuides, Interlibrary Loan, e-Reserves, Distance Students, Tutorials for Library Resources, and Faculty Resources.
- Center: A search bar with "Keyword" dropdown and "Search" button. Below it is a "What do you need help with?" section with a "Question" form and "More Detail/Explanation" field. A "Your Info" section includes an "Email \*" field.
- Right sidebar: "Library News" featuring a photo of a metal candle holder and a text block titled "Library acquires art by Sr. Constantina" describing the acquisition of a collection of metal candle holders.

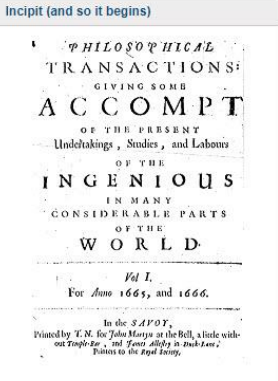
Once on Articles page, select the database you are interested either by finding it in the *Best Bets* tab or else by clicking on the *Databases, A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other tabs and boxes for more help with finding the full-text of articles, tutorials, and more.

Library of The College of St. Scholastica: Articles Search the library website  Go!

Welcome to the CSS Library. Please contact us if you need assistance.

Home Getting Started [Encyclopedias](#) Books **Articles** [Citation Help](#) [Archives](#) [Friends](#)

**Incipit (and so it begins)**



Title page of the first issue of *Philosophical Transactions of the Royal Society*, the scientific journal that started it all.

Databases [Best bets](#) [Newspapers](#)

- [Databases, A to Z](#)  
A master list of the Library's databases. Browse our A to Z list by title or subject, or use our "best bets" tab to get started.
- [Journals, A to Z](#)  
Use our database menu to search for articles by subject. Use this link for information about a particular journal, to find the full-text of an article, or to browse the table of contents of a journal.
- [Information about Interlibrary Loan](#)
- [Tutorials for using our databases](#)

**SOLAR**

SOLAR is a database of databases. It searches all our Library resources and even some we don't own. It's a little like the old "feeling lucky" button in Google. But just like Google, or any tool, there is right time to use it. And like Google, the results can be overwhelming. Sometimes using one of our focused, discipline-specific databases can make you luckier.

- [SOLAR](#)

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:

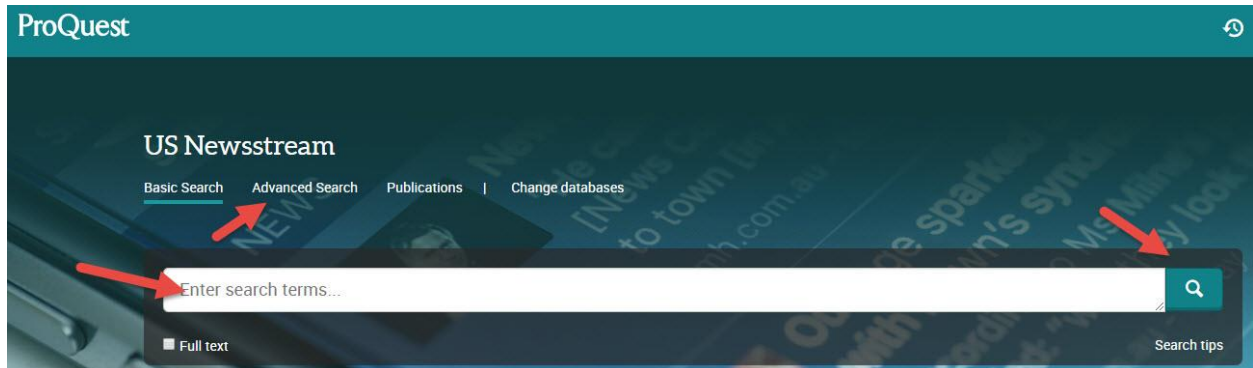
Your network login is active as long as you are a registered student, faculty or staff member of The College of St. Scholastica.

Enter your Novell username and password (what you use to log in to Brightspace, 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 Search Screen** – defaults to a basic keyword search, which is good for simple searches. Enter a search term and click on the magnifying lens to begin. Click on *Advanced Search* for more search options. You can also apply some limits such as *Full text* and *Peer reviewed*.



## Advanced Search

An advanced search allows you to combine multiple ideas of your topic and also search by author, document title, etc. by clicking on the pull-down menu *Key fields + text*.

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

Click on the links above search box to look up a citation, search by a very advanced method called the *Command Line*, or click on *Find Similar* to paste in text from a document to find similar items.

Below the search fields, you can place all sorts of limits including to full text, peer reviewed resources; date range; subject heading or MeSH subjects or locations; source type, document type, document feature, language, age group or gender.

Note: These limits are different for the various databases.

You can also change how your results are sorted. When your search is set up, click on the *Search* button.

Advanced Search [Thesaurus](#) [Field codes](#) [Search tips](#)

in

OR  in

[Add a row](#)

Limit to:  Full text  Peer reviewed [?](#)

Publication date:

[Clear form](#)

More search options

Show less [▲](#)

Person: \*  [Look up People](#)

Subject heading (all): \*  [Look up Subject headings \(all\)](#)

Location: \*  [Look up Locations](#)

NAICS: \*  [Look up NAICS codes](#)

Company/organization: \*  [Look up Companies/organizations](#)

Source type:  Select all  
 Blogs, Podcasts, & Websites  
 Books

Document type:  Select all  
 Advertisement  
 Annual Report

Language:  Select all  
 Arabic  
 Assamese

## Results List

Your Results Screen will list the articles that matched your search terms. Click on the boxes above the articles' numbers to save records in which you are interested.

Click on the article's title to get more information including a summary of the article.

In the column on the left, you can limit results by various aspects such as by full text, peer reviewed, source type, publication date, etc.

Click on the links in the upper-right corner to cite, email, print, or save your selected articles.

Below each citation you will see some or part of the following choices:

Abstract/Details –full citation that includes the abstract and the subject headings assigned to this citation.

Full Text – full-text of the article is available.

Full Text – PDF - full-text of the article is available. The article opens in Adobe Acrobat Reader.

6,195 results

Modify search Recd

The screenshot shows a search results interface. On the left, there are filters for 'Sorted by' (set to Relevance), 'Limit to' (with 'Full text' and 'Peer reviewed' selected), and 'Source type' (listing Scholarly Journals, Books, Audio & Video Works, Dissertations & Theses, and Magazines). The main results area shows two items. The first item is 'Staphylococcal Infection; Real-time PCR assay enables rapid detection of MRSA from nasal swabs' with a red arrow pointing to the title and another to the 'Full text' link. The second item is 'Comparison of air samples, nasal swabs, ear-skin swabs and environmental dust samples for detection of methicillin-resistant Staphylococcus aureus (MRSA) in pig herds' with a red arrow pointing to the 'Full text' link. At the top right of the results area, there are buttons for 'Cite', 'Email', 'Print', and 'Save', with red arrows pointing to them. A 'Select 1-20' dropdown is also visible.

## Article Information

Once you click on an article's title, you will get the full entry including citation, abstract, and full text if available. Email, print, cite, export/save or tag the article by clicking on those buttons. To the right, you can also see similar items or search with indexing terms including subjects or MeSH subjects.

The screenshot shows the full article page for 'A comparative evaluation of ear diseases in children of higher versus lower socioeconomic status'. The title is highlighted in grey. Below the title is the author information: 'Chadha, S K; Agarwal, A K; Gulati, A; Garg, A.' and the citation: 'The Journal of Laryngology and Otology: Devon Vol. 120, Iss. 1, (Jan 2006): 16-9.' On the right side, there are five circular icons: 'Download PDF', 'Cite', 'Email', 'Print', and 'All Options', with red arrows pointing to each. Below the title, there are tabs for 'Full text', 'Full text - PDF', and 'Abstract/Details', with a red arrow pointing to 'Full text - PDF'. A 'Hide highlighting' button is also present. The abstract text is visible on the left. On the right, there is a search bar 'Search this database...', the logo for 'The College of St. Scholastica', and sections for 'Cited by (6)' and 'Related items' (listing 'Point Prevalence of Secretory Otitis Media in Children in Southern Vietnam' by Dang Hoang Son).



## Exporting Citations to EndNote

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

Click on the Cite button in the upper right hand corner to get this window. When you have an article you wish to add to your EndNote library, select which citation style you wish by clicking on the pull-down menu. Then click on the *Copy* button. Next, select the *RIS* button and finally click on the *Done* button.

The screenshot shows a window titled "Cite" with a close button in the top right. Below the title bar, there is a section titled "Copy citations directly into your paper". This section contains a dropdown menu currently set to "APA 6th - American Psychological Association, 6th Edition". Below the dropdown is a text box containing a citation: "Chadha, S. K., Agarwal, A. K., Gulati, A., & Garg, A. (2006). A comparative evaluation of ear diseases in children of higher versus lower socioeconomic status. *The Journal of Laryngology and Otology*, 120(1), 16-9. Retrieved from https://akin.css.edu/login?url=https://www.proquest.com/docview/274790946?accountid=10224". To the right of the citation text is a red arrow pointing to the dropdown menu. Below the citation text is a red arrow pointing to a "Copy" button. Below the "Copy" button is a "Powered by RefWorks" logo and the text "Consult RefWorks style guidelines to check the accuracy and completeness of your citations." Below this is a section titled "Export to a citation manager or file" with five icons: RefWorks, RIS (with a red arrow pointing to it), FoodleTools, EasyBib, and Microsoft Excel Format. At the bottom right of the window is a "Done" button with a red arrow pointing to it.

On this pop up window, you have the option to select what information on the article to include. Click the *Continue* button when you have made all your selections.

Export/Save

Output to: RIS (works with EndNote, Citavi, etc.)

Content: (where available) Citation, abstract, indexing

Sort Order: Oldest first

Bibliography:  Include bibliographic citations at the end

Citation style: APA 6th - American Psychological Association, 6th Editio

Include:  Recent searches  
 Cover page/header  
 Table of contents  
 Document numbering

Opens a file in your citation management tool. You may be asked which program to use to open the file.

Cancel Continue

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

Save As

This PC > Desktop Search Desktop

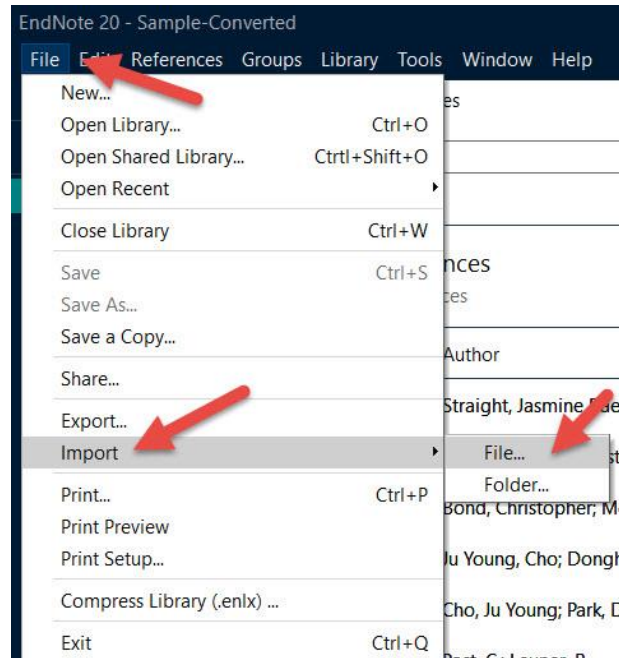
File name: delivery

Save as type: RIS Formatted File

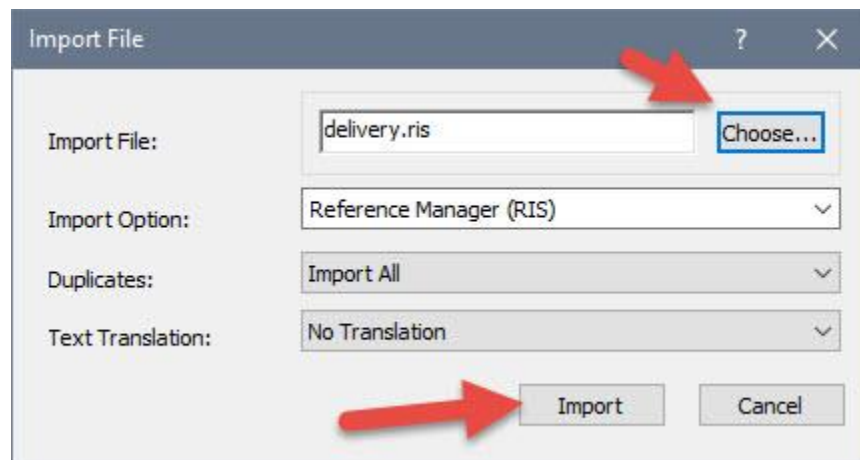
Browse Folders

Save Cancel

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.