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

Select *Databases, A to Z* from the column on the left or click on the *Articles* tab at the top.
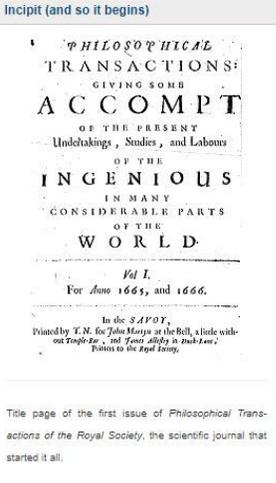
Once on Articles page, select the database you are interested either by finding it in the *Best Bets* tab or else by clicking on the *Databases, A to Z* link for an alphabetical listing of all the databases the Library subscribes to. If you are on campus, you will not need a password. Look at the other 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:

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 (helpdesk@css.edu or 218-723-7007).

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*.
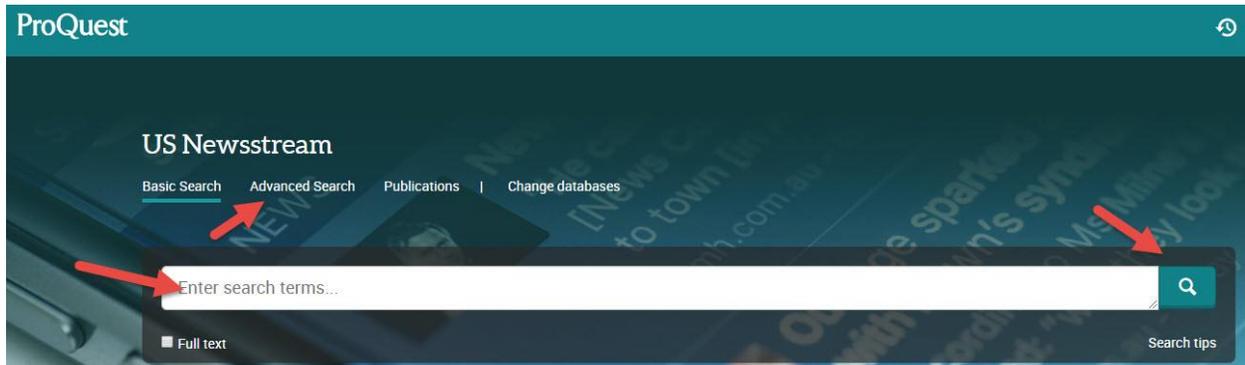
Advanced Search

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.

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.

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.

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.

Cite

❓ ✕

Copy citations directly into your paper

APA 6th - American Psychological Association, 6th Edition ▼

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

Powered by **RefWorks** | Consult RefWorks style guidelines to check the accuracy and completeness of your citations.

Copy

Export to a citation manager or file

RefWorks

RIS
EndNote, Citavi, etc.

NoodleTools

EasyBib

XLS
Microsoft Excel Format

Done

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.

Click on the *Save* button when you have selected where you wish the file to be saved.
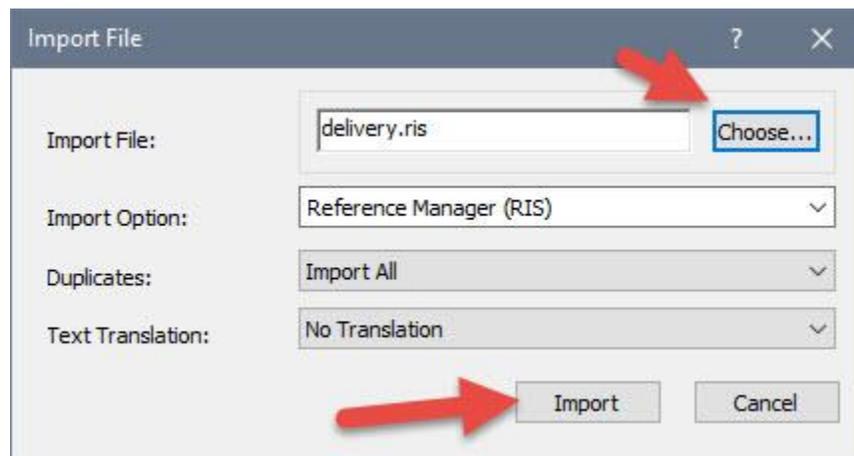
Open the EndNote library you wish to add the citation to and in the *File* tool bar option, select *Import* and *File…*
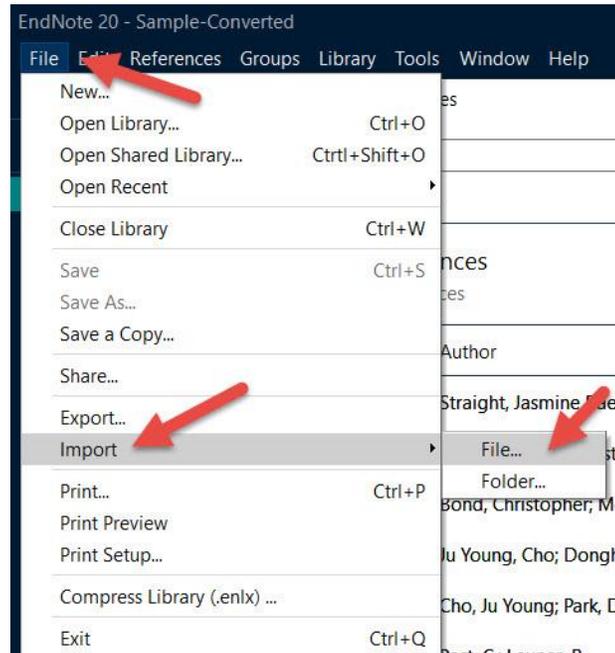
Click on *Choose…* to select the file you just saved and click on *Import* once you have selected it.

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