

Academic Search Complete: Finding Articles

Video Transcript

Reynolds Libraries presents: Academic Search Complete: Finding Articles.

To search the Academic Search Complete database, start at the Reynolds Libraries homepage located at library.reynolds.edu.

From the library's homepage, move your mouse over Quick Links located in the upper right. When a menu appears, click on Academic Search Complete.

If you are using any Reynolds Libraries database from off-campus, you'll be prompted with a Virginia's Community College login screen. Login with your My Reynolds username and multifactor authentication.

When the Academic Search Complete database search screen appears, enter primary keywords that describe your research question or thesis statement.

Typically your primary keywords will be your nouns, and sometimes your verbs.

For instance, for the research question, What are some effective strategies for reducing or preventing childhood obesity? I would use the keywords - reducing, preventing, and childhood obesity.

In my first search box, I'll type in reducing or . . . and notice there's a list of alternate keywords connected with a Boolean operator, OR. I'll choose this suggestion here - reducing or reduce or prevent or preventing.

In my second search box, connected with the Boolean operator, AND, I'll type in childhood obesity, and I'll ignore these other alternate keyword suggestions, and then click on the Search button located underneath the search boxes to the right to execute the search.

When my search results appear, not everything in my list will be a full text article.

To filter your search to view just the full text articles, click on the Full Text button located underneath the search box.

You can also filter your search to view only peer-reviewed, scholarly articles by clicking on the Peer Reviewed button.

If you would like to also filter your search to recently published articles, click on the All Time menu, and then if you would like to view articles published within the Past 5 Years, click on that option.

When I scroll down to view my results, you'll notice that it'll show 10 articles at a time. To view the next 10 articles click on the Show More Results bar.

To view the detailed record for any article in your result list, click right on the title. When the detailed record appears, you'll notice there's a citation for the article, subject terms that are used to identify the main focuses of the article, as well as an abstract or summary of what the article is about.

To view the full article, click on the Access Options button located underneath the citation. Here you'll notice you can view the full article in PDF format or the web page version. I'll click on PDF. And here's my full text article in PDF format.

If I go back to my detailed record, I can email the full article to myself by clicking on the arrow icon located near the upper right of the citation which is my Share tool. When the Share window appears, click on Email, and then you can type in your email address, and click on Send, to send the full article to yourself.

You can also automatically generate a citation for the article in APA or MLA style by clicking on the quote icon which is your Cite tool.

If I click on the Cite tool and the Cite window appears, scroll down and under the Select Style menu, you can choose either APA style or MLA style.

And then copy and paste the citation into your Works Cited list.

Keep in mind that these automatic citation tools will save you time but they're not foolproof. Always check with your instructor or librarian to see if there's anything you need to fix in the citation before you submit your final research assignment.

If you need help in searching the Academic Search Complete database or need assistance with any part of your research assignment, please reach out to a Reynolds Librarian.

To learn more about Reynolds Libraries resources and services, go to our website at library.reynolds.edu