

PAU Literature Search Tutorial

(revised October 2021)

This tutorial will show you how to:

- Search for journal articles using our databases
 - Use specialized database searching strategies
 - Save searches and citations for later use
 - Send citations to yourself or others
 - Search for books, videos, and tests
-

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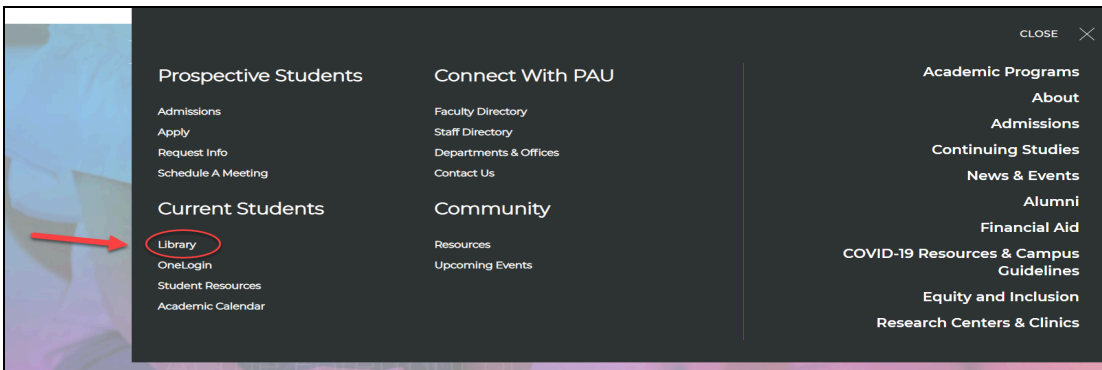
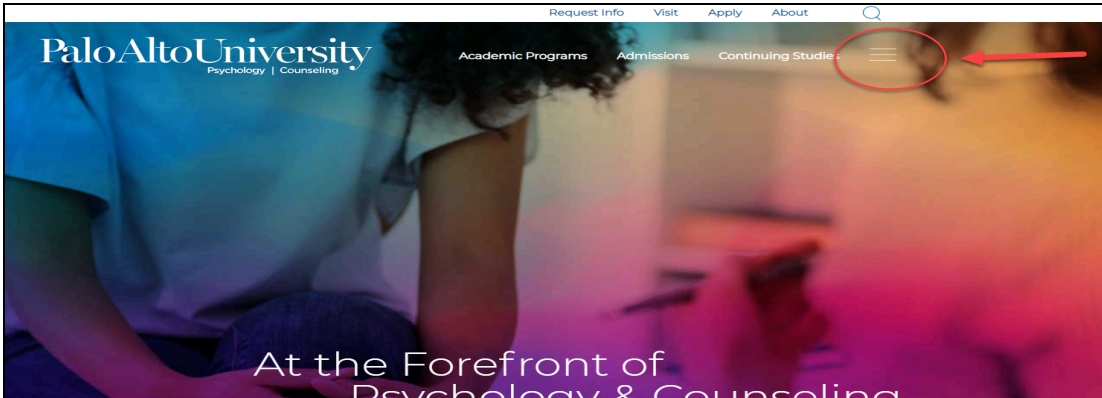
NOTE: When searching for articles related to your topic, it's best to use [Google Scholar](#) and our [Databases](#). Both have valuable strengths and can be useful in finding relevant books, articles, and additional content.

Our databases specialize in psychology, counseling and medicine, so these are often the best place to begin searching for articles. However, Google Scholar is also very useful. To get the most out of Google Scholar, learn how to set it up to include PAU fulltext links to PDFs [here](#).

For further assistance with finding content at other libraries, doing a lit search, using Zotero or Mendeley, or anything else, stop by the library or email to ask for help from your librarians: librarian@paloalto.edu

Getting to the Library's Website

Visit: paloinfo.edu/library or select Library under Current Students on the “hamburger” menu on the top right of the main PAU website.

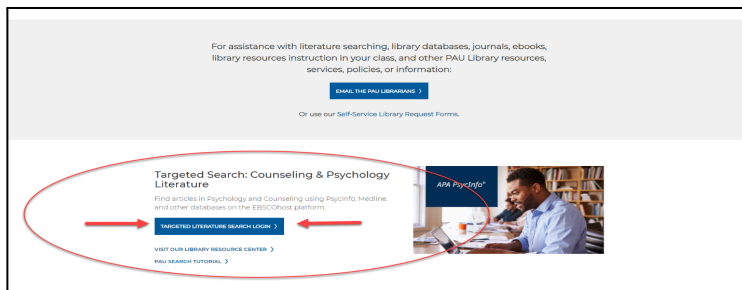


Getting to the Databases

Most databases, including PsycINFO, are available in one place.

The easiest way to start the search is to scroll down the library's homepage to the section called Targeted Search: Counseling & Psychology Literature.

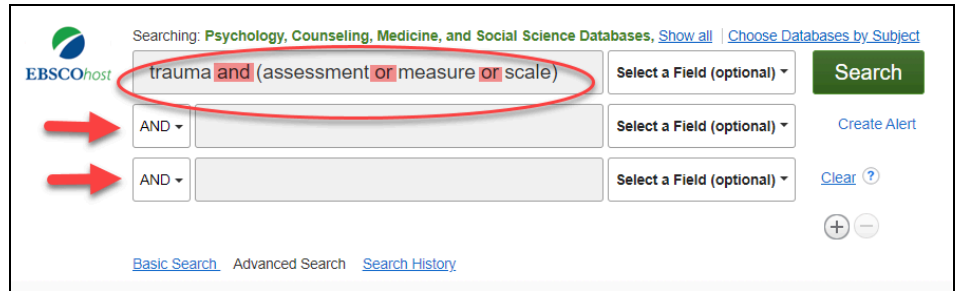
Then select the blue button to login with your PAU credentials:



Finding Articles | Starting a Search

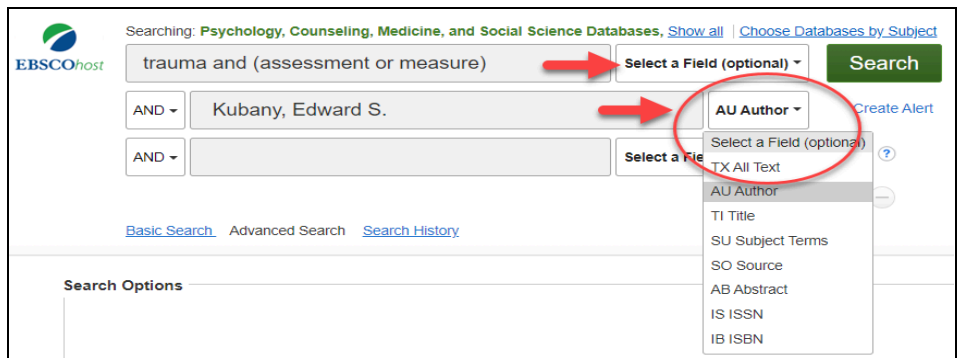
Start your search by typing words (called “terms” in databases) related to your topic in the search bar(s) provided.

Combine search terms using Boolean operators: “**and**”, “**or**”, and “**not**” all on one line or chosen from the dropdown buttons. This allows the databases to broaden or narrow your results by connecting terms together. **Or** will broaden your search; **and** / **not** will narrow your search.



The screenshot shows the EBSCOhost search interface. The search bar contains the text "trauma and (assessment or measure or scale)". Below the search bar are three dropdown menus, each labeled "Select a Field (optional)". The first dropdown menu is open, showing "AND" as the selected operator. The second dropdown menu is also open, showing "AND" as the selected operator. The third dropdown menu is closed. The search button is a green button labeled "Search". There are also links for "Basic Search", "Advanced Search", and "Search History".

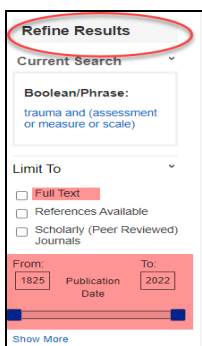
For a general search, simply click the search button or press ENTER after you type in the terms, leaving the “Select a Field” unchanged. Or you could change that field by selecting one of the options from the field dropdown menu, such as “Author” or “Source,” if searching for those specifics.



The screenshot shows the EBSCOhost search interface. The search bar contains the text "trauma and (assessment or measure)". Below the search bar are three dropdown menus, each labeled "Select a Field (optional)". The first dropdown menu is open, showing "Kubany, Edward S." as the selected operator. The second dropdown menu is also open, showing "AU Author" as the selected operator. The third dropdown menu is closed. The search button is a green button labeled "Search". There are also links for "Basic Search", "Advanced Search", and "Search History".

The results will appear next. The number of citations found (also called “hits”) will be displayed at the top of the results page.

Search Results: 1 - 50 of 182,578



The screenshot shows the "Refine Results" sidebar. The "Current Search" section shows the Boolean/Phrase: "trauma and (assessment or measure or scale)". The "Limit To" section has checkboxes for "Full Text", "References Available", and "Scholarly (Peer Reviewed) Journals". The "From" and "To" date range is set to "1825" and "2022" respectively. There is a "Show More" link at the bottom.

Each result is a citation of a journal article, book, etc. All the words that you typed in the search box are either in the citation or in the article’s fulltext. Some of the words may not appear in the citation because they are only found in the fulltext.

After you have done a search, you can refine the results by using the box on the left side. The date slider can be especially helpful to get the last 10 years of articles, for example, or limiting results to only “full text” article access.

For more on refining your search results, see the next section of this tutorial.

Some citations will have one or more links to the fulltext of the article – click on one of those links to read, print, save, or email the article. Those might look like:



If there are no links except one that says “Request through interlibrary loan (ILL) (receive in 1-2 weeks), if no fulltext links are present”, then PAU does not have access to the article directly, but in

that case you can get the article through InterLibrary Loan by clicking on the blue link:

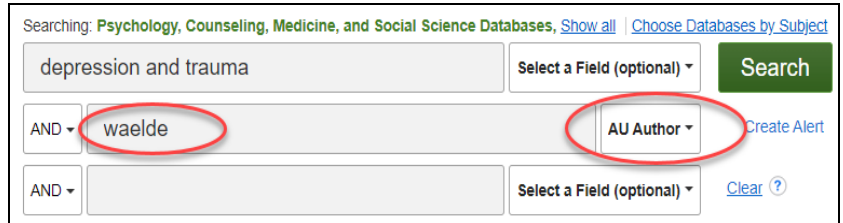
 [Request through interlibrary loan \(ILL\) \(receive in 1-2 weeks\), if no fulltext links are present.](#)

Finding Articles | Revising and Refining Searches

You might want to refine your search, to narrow your search to find articles by a particular author, for example.

EXAMPLE: Using a search for “depression and trauma,” we can try searching for articles within those results that were written by Prof. Lynn Waelde, who teaches here at PAU.

After you’ve searched for depression and trauma, you’ll see lots of results. To narrow those to articles written by professor Waelde, type “waelde” into another search box and use the drop down menu to select AU Author. You’ll then get an article authored by Dr. Waelde which is also about trauma and depression.



The screenshot shows a search interface with the following elements: a search bar containing "depression and trauma", a dropdown menu labeled "Select a Field (optional)", a green "Search" button, a second search bar containing "waelde" (circled in red), a dropdown menu labeled "AU Author" (circled in red), a "Create Alert" link, and a "Clear" link with a question mark icon.

You can also use the “Boolean operators” to build a search in just one box. This technique is especially handy for more complex search strings.



The screenshot shows a search interface with the following elements: a search bar containing "(mmpi or rorschach) and depression" (highlighted in red), a dropdown menu labeled "Select a Field (optional)", a green "Search" button, a second search bar containing "depression", a dropdown menu labeled "Select a Field (optional)", a "Create Alert" link, and a "Clear" link with a question mark icon. A blue arrow points from the text to the search bar.

For example, if we are interested in finding info about either the Rorschach or the MMPI in relation to depression, we could type a search that includes **parentheses** (to nest terms within a search) and the **Boolean operators** “and” and “or”

EXAMPLE: You can get more out of the databases by using advanced search strings whenever applicable. A very complex search might look like this:

trauma and (assessment or measure or test or scale or questionnaire) and (rac* or ethnic* or cultur*)

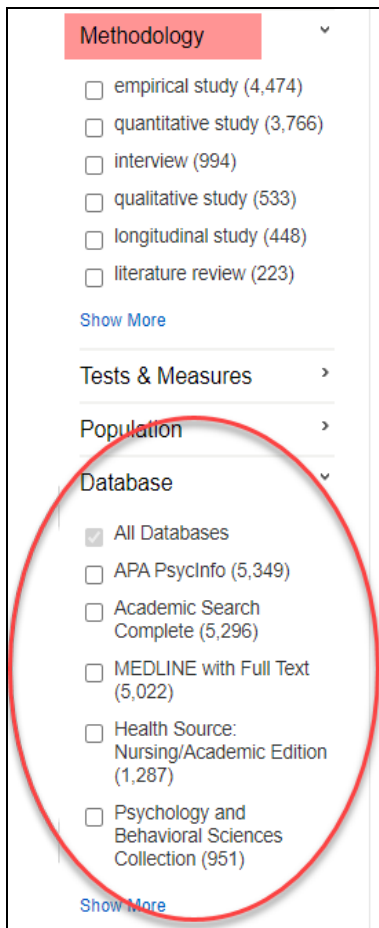
NOTE: The **asterisk** (*) means: find any words that start with the stem, including various spellings and all endings of a word, like race or racial, or ethnic or ethnicity.

Additionally, double **quotation marks** (i.e. "cognitive behavioral therapy") can be used to search for exact phrases, or words in the exact order, in any field in the metadata and full text of results.

Another search for assessments and depression can look like this: (test or measure or assessment or scale or questionnaire or survey) and depression

NOTE: If your results include a book, which will be indicated by a citation that shows you the article title then says “In:” and lists a book title, then you can see if PAU has the book by going to

the [Library's web page](#) and entering the title or the author in the General Search box.



You can refine your results further by using the limiters in the box on the left that best suit your searching needs.

For example, you can choose to limit your results to certain **methodologies** or **databases**. This can be particularly useful if you're getting lots of hits from medical sources and you want to focus on results from psychological databases only.

Additionally, if you're searching specifically for literature reviews* or empirical studies, you can select those from the methodology section of limiters.

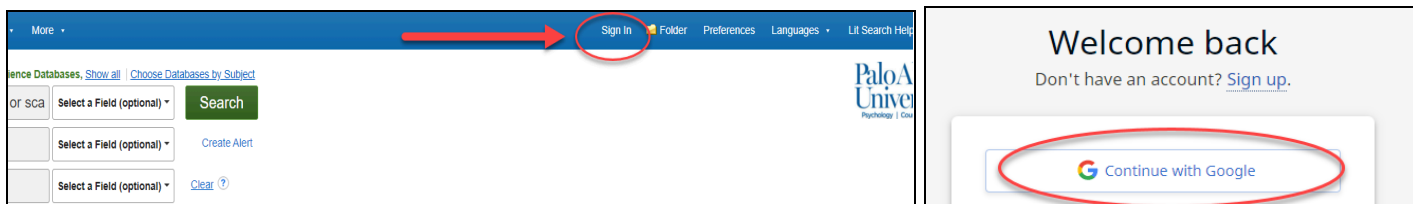
*Literature Reviews are journal articles that are not reports of studies, but are instead articles written by an expert in a field in which they do a literature search and select particular articles related to a particular topic, often for the purpose of telling us about which are the most important articles in a certain area of study, or which articles are most relevant to a particular problem or treatment, or perhaps which are most important in clearing up less understood concepts or results. The author may also show how the literature illustrates various approaches to the problem or area of study and may point out weaknesses or strengths of particular studies or approaches.

For more information on literature reviews or other kinds of studies and literature, reach out to the librarians at librarian@paloptou.edu

Saving Searches

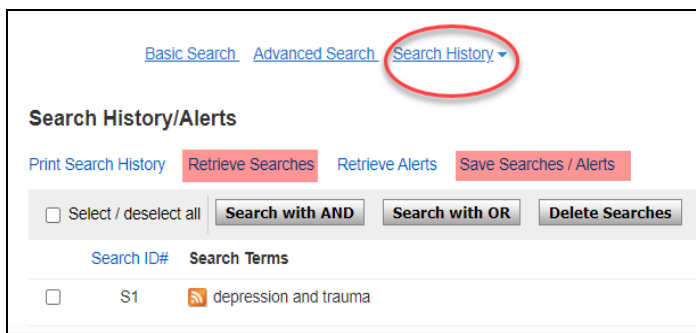
You can save your search to come back to it at another time and continue working. You can also save your citations for later use or email them to yourself or others (see next section).

To save a search, or to save particular citations to come back to them later, the first thing to do is to **sign in to EBSCOhost**, which is the service that we're using to do our searches. To do that, click on the Sign In link in the top right, then select Continue with Google to use your PAU account:



If you prefer, you can choose to create an account through EBSCO by selecting the Sign Up link.

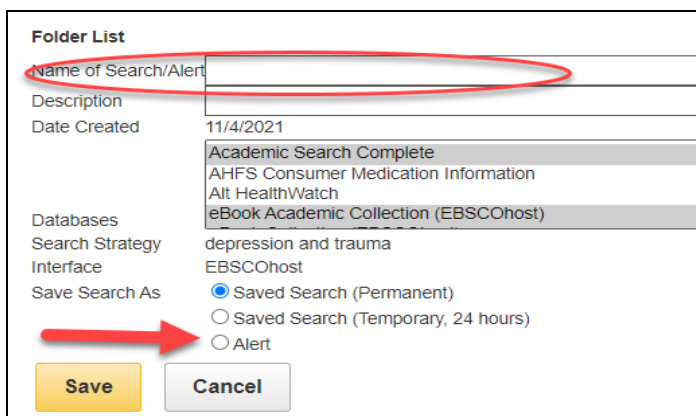
Once you sign in, you can select the Folder icon at the top right to access the items you've saved.



To save a search or create an alert, click on the Search History tab.

You will be presented with a list of the searches you've done.

You can create Alerts which run a search automatically in the future and send the results to you in an email. To save a search or alert for future use, click on the link called Save Searches / Alerts.



Here you can name your search with something descriptive and then click on the save button to save the search.

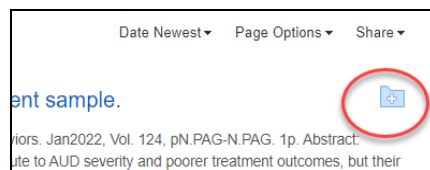
Select the Alert option to fill in your email and frequency for the alert then save it.

To retrieve a saved search, click on Retrieve Searches.

Saving and Sending Citations

You can also save your citations for later use or email them to yourself or others, to come back to them at another time and continue working, or to send citations that you found at school to your home, for example. You should first sign in as described above.

To save a single citation you can select the blue add to folder icon on the right of a search result entry:



The icon will then turn yellow to indicate it is now saved in your folder:

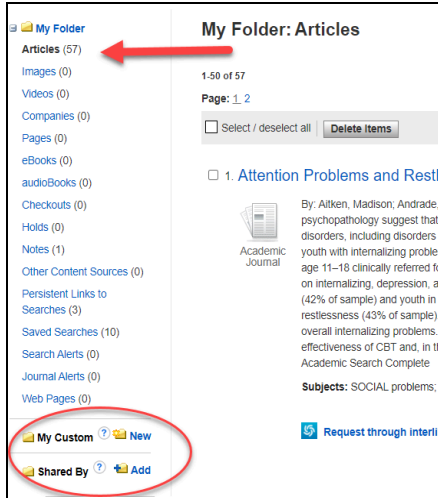


To save multiple citations or an entire search string, select the Share drop down menu then select one or more of the options:

- Add Results (1-50) [the total on one page] to folder
- Add the specific search to folder

To send citations, you can copy and paste the **Permalink** provided to, either save for yourself, or send to others that exact search and its results.

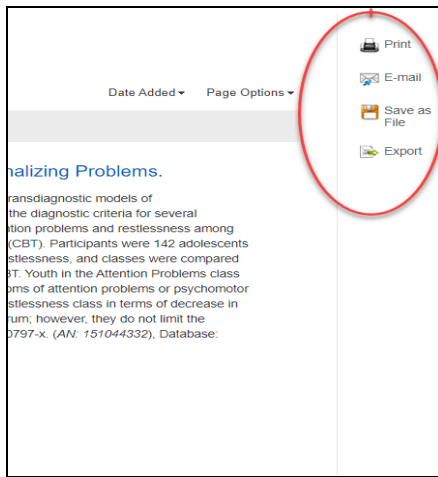




To see your folder, click on “Folder View” to the right or on the folder link at the top of the page.

In your folder, you can see all the citations you’ve saved. You can also access your saved searches and saved alerts.

You can also have subfolders for particular searches or topics.



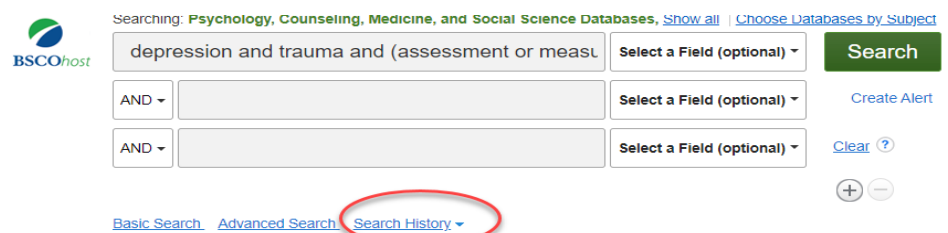
Additionally, you can Print, Email, or Save as File the citations that appear in your folder. You’ll be saving only the citations—to save the fulltext of the article you’ll need to click on the fulltext link for that article and save it or email it. If you email, the fulltext articles will be emailed too.

You can also download your citations into Zotero or another bibliographic manager by clicking on the Export link.

Using the Search History

You can see the searches that you have previously completed and run those searches again or combine them.

Just click on “Search History”



Search History/Alerts

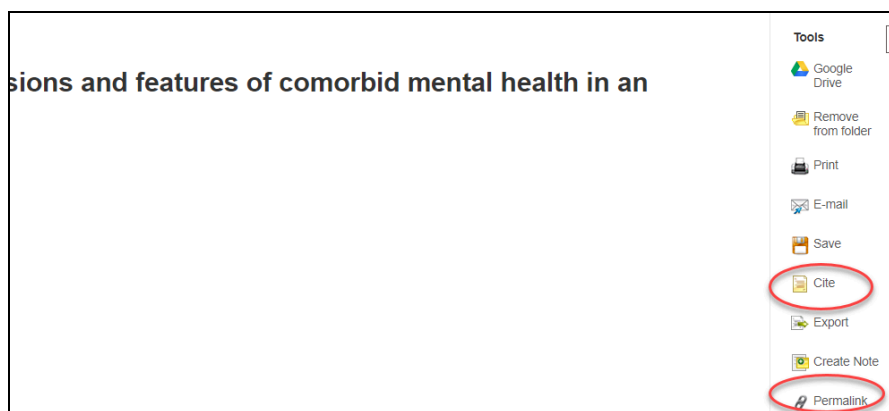
[Print Search History](#) [Retrieve Searches](#) [Retrieve Alerts](#) [Save Searches / Alerts](#)

<input type="checkbox"/> Select / deselect all	Search with AND	Search with OR	Delete Searches		Refresh Search Results
Search ID#	Search Terms	Search Options	Actions		
<input type="checkbox"/> S2	depression and trauma and (assessment or measure or scale)	Search modes - Boolean/Phrase	View Results (23,939) View Details Edit		
<input type="checkbox"/> S1	depression and trauma	Search modes - Boolean/Phrase	View Results (42,704) View Details Edit		

Then you can combine searches or copy and paste elements of any searches you like into the search boxes.

Getting APA Style for Your Citations

When you have a reference that you want to cite in APA style, click on the title of the article or book or dissertation.



Then click on Cite to the left of the detail of the reference. You can also get a permanent link to the article to send to someone else by clicking on Permalink.



It will show several citations, and the second or third one will be in APA style. Just select the reference, then copy and paste it where you want it in a reference list. You can also download it to a Bibliographic Management Software such as Zotero, Mendeley, or Endnote.

Using Subject Terms in Searches

You might want to expand or refine your search by using "Subject Terms".

Subject Terms are words that are chosen by the folks at PsycINFO to describe the subject of a research article. They read each article and decide what it's about and then they tag it with subject terms taken from an official list of terms that they created.

Subject terms can be very useful when you're searching for articles and the words you're getting too few or too many results. Your search terms may be too general, or not technical enough, or maybe there are more terms that you do not know about.

If a subject term is one of the main things that an article is about, they call the subject term, used with that article, a "Major Subject Heading".

One way to see subject terms is to look over on the left side of the window – you'll see a section called Subject: Major Headings and Subject.

Click a box next to one or more of the subject terms listed there – if you click on one of them, it will narrow your search to include those subject terms.

Refine Results

Current Search ▼

Boolean/Phrase:
depression and trauma

Limit To ▼

Full Text

References Available

Scholarly (Peer Reviewed) Journals

From: **Publication Date** **To:**

[Show More](#)

Subject: Major Heading >

Another way to see subject terms is to click on the title of the article and it will show you subject terms.

If the article is from PsycINFO, the major subject headings will have an asterisk in front of them.

Relationship between alcohol craving and mental health in an alcohol dependent population

Authors: [Cheng, Brandon](#)^{1,2} (AUTHOR) brandon.cheng@uq.edu.au
[Coates, Jason M.](#)^{2,3} (AUTHOR) j.coates@uq.edu.au
[Gullo, Matthew J.](#)^{2,3} (AUTHOR) m.gullo@uq.edu.au
[Feeney, Gerald F.X.](#)^{2,3} (AUTHOR) Gerald.Feeney@uq.edu.au
[Kavanagh, David J.](#)⁴ (AUTHOR) david.kavanagh@uq.edu.au
[Young, Ross McD.](#)^{2,3,4,5} (AUTHOR) r.young@uq.edu.au
[Connor, Jason P.](#)^{1,2,3,6} (AUTHOR) jason.connor@uq.edu.au

Source: [Addictive Behaviors](#). Jan2022, Vol. 124, pN.PAG-N.PAG

Document Type: journal article

Subject Terms: [*ALCOHOLISM](#) ← [*MENTAL health](#)
[*DESIRE](#)

Using the Thesaurus to Find Subject Terms

You can also start from scratch to find subject terms.

To search for subject terms you'll need to choose only PsycINFO as the database in which you are searching.

Go up to "Choose Databases by Subject"

Searching: **Psychology, Counseling, Medicine, and Social Science Databases**, [Show all](#) [Choose Databases by Subject](#)

depression and trauma

AND

AND

[Basic Search](#) [Advanced Search](#) [Search History](#)

Then de-select all of the databases other than PsycINFO Only, so that PsycINFO Only remains selected and click the OK button.

Choose Databases by Subject

Detailed View (Title lists included)

Select / deselect all

Psychology, Counseling, Medicine, and Social Science Databases Medical Databases

Education, General and Historical Databases Business Databases

APA PsycInfo Only (for Cited References and Subject Term searching)

Once PsycINFO is the only database selected, then the option to "Suggest Subject Terms" appears. So we can select that option and search to see if there are official PsycINFO subject terms for our concept.

Searching: **APA PsycInfo Only (for Cited References and Subject Term searching)**

Suggest Subject Terms

helping behavior

AND

In this example we searched for "helping behavior".

It shows some terms and we can see what PsycINFO means by a particular term by clicking on it.

In this case, it says that Helping Behavior is actually referred to by another term, and so it tells us to use Assistance (Social Behavior) instead, so click on Assistance (Social Behavior).

Browsing: **APA Thesaurus of Psychological Index Terms**

helping behavior

Term Begins With Term Contains Relevancy Ranked

Page: [Previous](#) [Next](#)

Select term, then add to search using:

(Click term to display details.)

Helping Behavior Use Assistance (Social Behavior)

Assistance (Social Behavior)

Help Seeking Behavior

Health Care Seeking Behavior

The "Scope Note" tells us what the term means. Other terms related to our term are also displayed.

Broader Terms may be useful if not finding enough; And Narrower Terms may be useful if getting too many hits with previous searches.

Browsing: **APA Thesaurus of Psychological Index Terms**

helping behavior

Term Begins With Term Contains Relevancy Ranked

[Back to List](#)

[Previous](#) [Next](#)

Select term, then add to search using:

Assistance (Social Behavior)

Year Term Introduced 1973

Scope Note **Act of rendering aid or help. Limited to human populations.**

Broader Terms

Interpersonal Interaction

Prosocial Behavior

Narrower Terms

Bystander Effect

Social Support

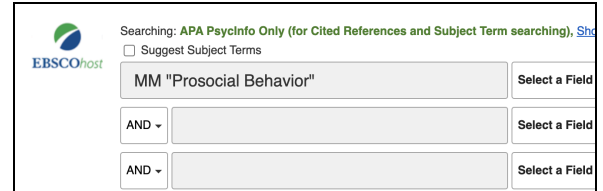
Volunteers

Related Terms

Altruism

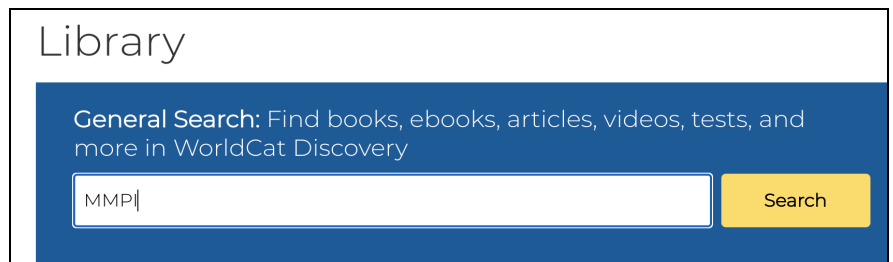
When ready to use a term, select a check mark in the box for the term, choose to add it to a search with OR or with AND (either one works if you don't have anything searched yet), select Major Concept if you want to find articles that are mostly about the subject, and select Explode if you want to search all of the related or narrower terms for a particular subject term, then click on the ADD button.

In this example we added "Prosocial Behavior" to the search. The term (along with additional terms if we selected "Explode") will be shown with "DE" or "MM". "MM" will be displayed if we chose Major Heading, and "DE", which stands for "Descriptor" will be added if we did not select Major Heading (Descriptor is the PsycINFO designation for a Subject Term).



Finding Books, Tests, Videos, and Other Items

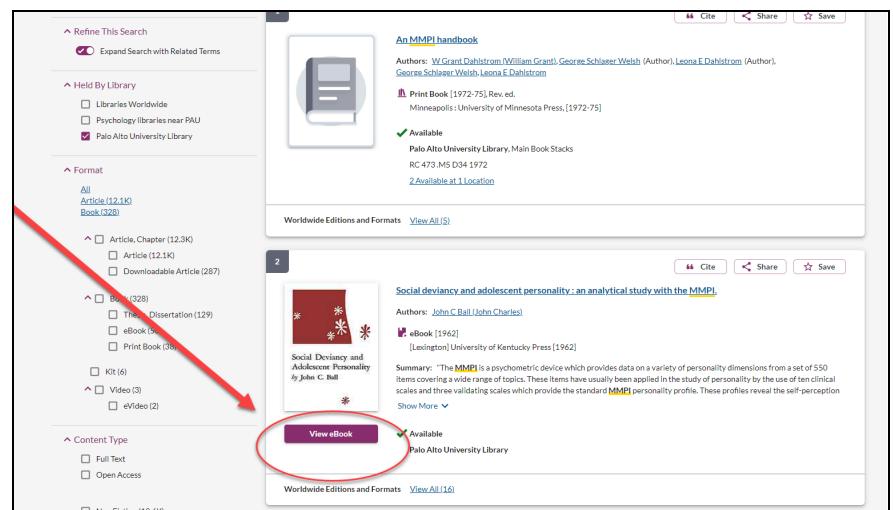
You can search for books, psychological tests and measures, videos (streaming and DVDs), journal articles, journals, and other items using the "General Search" bar on the PAU Library home page. You can also go there to renew books or test kits that you have checked out by signing in.



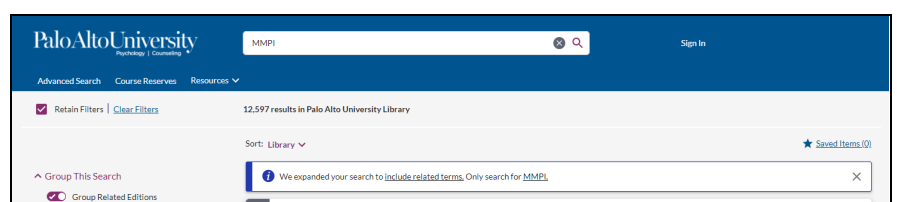
You can also select "Library Resources" on the left menu and choose "Videos", "Tests and Measures", or another resource to learn more about and access those specific resources.

Type in some search terms – you can include "and" and "or" or just type words that describe your topic.

You'll see a list of items that PAU has access to or are located on the shelves in the PAU library. If you see a View eBook or View full text button, then that item is accessible immediately online by clicking that button.

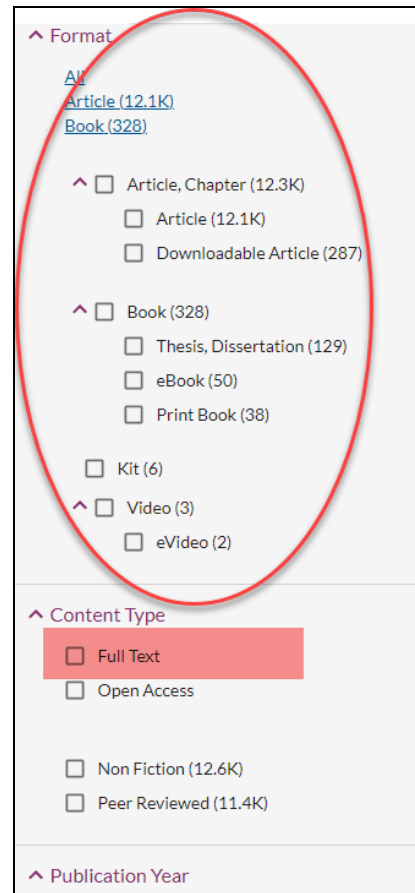


In some cases, you'll see many different kinds of items. But others will

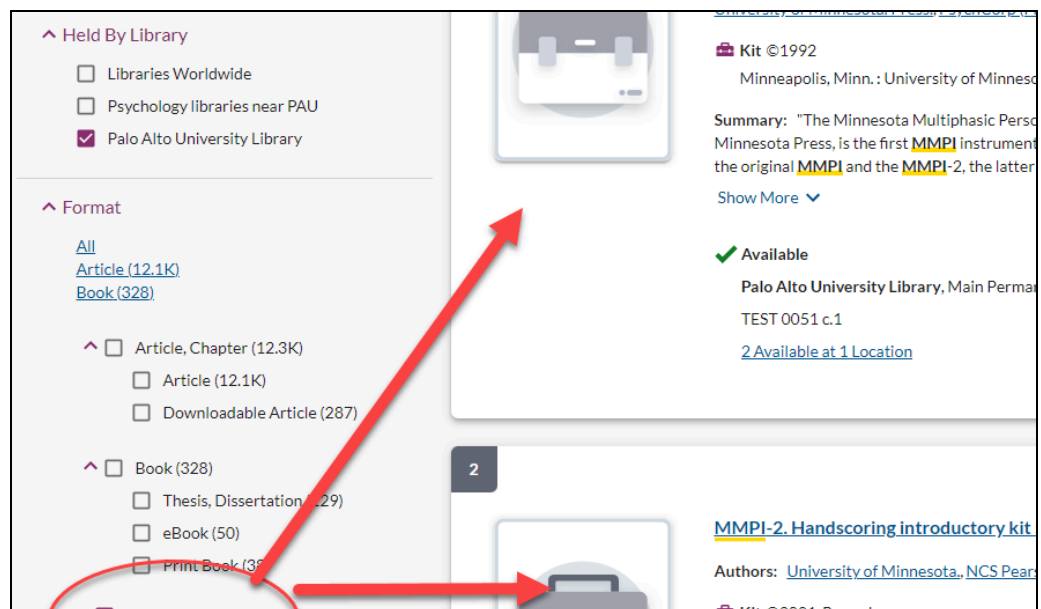


be available only in the library and will not have a View eBook button. To get those, record the Call Number and location of the book (or other item) where it says "Available" and take that to the library, then the staff will help you find it. Or ask the librarians if it can be accessible online: librarian@paltoaltou.edu

You can also use the left menu to refine your results to a certain type of format or date range. You may need to click on Show More to see all of the formats available. You can also click the Full Text selection under Content Type to see only items that are available immediately online.



To find a test/measure, click on the selection for "Kit", which is a test/measure, whether it's in a big carry bag or in a folder.



If you have any questions, need some assistance, or if a link does not work, please contact your librarians at librarian@paloinfo.org