Expanded Academic ASAP

Expanded Academic ASAP is a multidisciplinary database containing over 5,300 journals, scholarly and popular, from Gale. While many of the journals are available in full text, there are some publication limitations for the most current articles.

The basic search on the home page allows you to look for keywords. Use the dropdown menu next to the search bar to switch to searching by **Subject**, **Publication**, or in the **Entire Document**.

You can also try searching using the Advanced Search by clicking on the magnifying glass icon in the top right of the page. This allows you to specify which fields you would like to search. You can also limit your search depending on what types of articles you are interested in.
Search Tips

You can use Boolean operators to limit your search either in the advanced search engine using the drop down choices or by creating a search string in the Basic Search field.

| Quotation marks “ “ | Searches for words between the quote marks exactly as they appear.  
|---------------------|------------------------------------------------------------------  
| AND                 | Searches for items where all of the terms appear. More inclusive with fewer results.  
| OR                  | Searches for all the search terms listed. The more terms listed the more results you get.  
| NOT                 | Removes certain words from the search. Allows you to limit result you might not want.  
| Nesting ()          | Groups similar terms together for better search results.  

Wildcards allow you to search for one or more letters when you do not want to include, or do not know, exact spellings.

- The asterisk (*) represents any number of characters including no characters at all at the end of a word. For example, searching environ* will return results containing environment and environmental.
- The question mark (?) represents any single character (e.g., wom?n finds woman and women).
- The exclamation mark (!) represents one of no additional characters. (e.g., colo!r finds color and colour).

Take care when using wildcards as you may not want to use one with all searches.
The Subject Guide Search, located below the search bar on the home page, is like a thesaurus for finding the right search terms, especially when you want to browse a listing of subjects, people, products, locations and organizations that contain the word(s) you entered. From this listing, you can select a term and see a results list of matching items, or navigate through the Subject Guide by selecting subdivision and related subjects links.

If your search is successful, you'll see a page of the Subject Guide. If no exact matches are found, the search system goes through a series of fall-back steps to try to get you relevant results.

Most of the terms will have a Subdivisions option that breaks down the topic by subheadings. Selecting a Subdivisions link focuses your search and lets you see a more manageable set of results. For example, “Information literacy” has dozens of subdivisions, including “Comparative analysis”, “Personal narratives”, and “Technology application.” Clicking on one of these subdivisions lets you concentrate on those aspects of a subject that are most meaningful to you. Similarly, the Related subjects option displays a list of subjects that aren’t directly about what you searched for but are related in some way (e.g., “Knowledge management” or “Library use” for “Information literacy”).

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Topic Finder

Topic Finder, located below the search bar on the home page, offers a visual way to search and to discover the context of your search term and uncover hidden connections. This tool takes the titles, subjects, and approximately the first 100 words from a subset of your top results and feeds them into an algorithm. Keywords shown in the graphics are those found most often in the text with your search term. The diagram can thus be used to find additional search terms that are related your topic.

Say you search for “archaeology”. There are two ways to visualize your topic: wheel or tiles. The wheel feature, show on the left, displays a broad topic in the center, followed by two other levels with narrower topics and keywords. The tiles feature, on the right, presents topics in a series of colored tiles, with the words in the largest ones being most often related to your search term. In both features, you can click within the wheel or on a tile to see what results are available in a column to the right.

You can also turn your search results into a Topic Finder diagram. On the right side of the results page, click on the Topic Finder link under Analyze (this option will be close to the bottom of the column). The diagram then displays the words and subjects that are found most often in the text of your results. Clicking or tapping on the diagram displays the corresponding document titles.
Search Results

The results page automatically separates your results into a number of content categories including academic journals, magazines, news, and images. By default, academic journal results will be displayed initially.

To the right of the results list, you’ll find additional options for limiting your results, including publication date, full text, and subject heading. If you have too many results, you can also use the **Search Within Results** bar to apply additional keywords, titles, or other information to your current search parameters.

Information regarding how to access an item is readily available directly above the article’s title on the results page. If full text is available in PDF format, there will also be a **PDF page(s)** button below the article information for quick access. HTML full text can be accessed by clicking on the article’s title. If a journal article is not available in
full text from this database, clicking on the UMM Find It button below the article’s title links you to a page indicating where the article is available.

Open an article record by clicking the hyperlinked article title on the results page. Here you can read the abstract and find all the citation information needed. In the upper right corner of the screen there is a box marked Tools, where you can print, save, or email the article to yourself here. You can even download an MP3 version of the file!

You can also save articles to a folder for later retrieval. Do this on your results page by clicking Save button below each article title. Your folder, as well as your search history, is always accessible at the top of the page under More.

Create a Search Alert
From your results list you can request notification when new content is added to the database that matches your search criteria. You may choose to have the system check for new content on a predetermined basis and sent you an e-mail message in html format when updates are found. Or you may subscribe to an RSS feed provided by Gale and have content delivered directly to you.

To set up an e-mail Search Alert:

1. Perform a search using any of the search types to search for the information for which you want to receive alerts; you may use any type of search criteria, including search limiters.
2. On the right side of the results list under Analyze, click the Create a Search Alert link. A new window will pop up.
3. Enter your e-mail address (only one e-mail address allowed) and select the frequency with which you want the system to check for new content: Daily, Weekly or Monthly.
4. After clicking Save, the system will begin checking for new content, and the alert e-mail will contain individual links up to the first 20 new content items as well as a link to the full results set.

All e-mails you receive will contain a link allowing you to opt out of the alert so that you no longer receive future alerts.
Interlibrary Loan (ILL)

If a journal article is not available in full text from a database, and the library doesn’t have a paper subscription, you will need to request the article through ILL. Click on the UMM Find It button by or below the article’s title.

This button links you to a page indicating where the article is available. In this case, the library does not have a print subscription or availability in another database. Therefore, the article must be requested through ILL.

To continue the process, click the Find or Request icon. If you haven’t logged into your university account yet, you’ll need to do so now. Once you’ve logged in, click on the Interlibrary Loan icon below the Find or Request tab to be taken to the request form.
The request form will be autofilled in with the citation information, but it’s a good idea to double-check that everything is accurate. You must also check the box at the bottom of the form indicating that you understand the copyright information. Finally, click the Request button at the bottom of the page. You will receive a confirmation that the request was submitted and an email with instructions for accessing the item.