

EBSCOhost's is an online research platform that has multiple databases. A database is a searchable collection of information. Some databases cover many subjects—such as Academic Search Ultimate (e.g. Anthropology, Chemistry, Music, Psychology, Zoology). Some databases cover only one or two subjects—such as Philosopher's Index with Full Text (Religion and Philosophy). Each EBSCOhost database is unique and may contain different sources. For example, Academic Search Ultimate contains academic journals, magazines, trade publications, news, reviews, journals, books, biographies, primary source documents, reports, government documents, and pamphlets while Philosopher's Index with Full Text only contains academic journals, books, and book reviews. Both of the databases mentioned—and many more—can be searched simultaneously.

Use this guide to access and search EBSCOhost.

EBSCOhost is particularly helpful after you have done some introductory research. Use a dictionary to define key terms and consult an encyclopedia to find a topical overview or history. This introductory research will enhance your EBSCOhost search.

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EBSCOhost Access EBSCOhost

- 1. Go to the Divine Word College website (<u>https://www.dwci.edu/</u>)
- 2. Hover your cursor over Academics and click Matthew Jacoby Library
- 3. Click Online Resources



4. Click EBSCOhost

EBSCOhost: A comprehensive index to many hundreds of magazines, newspapers and other resources. Includes images of actual documents.



5. Click EBSCOhost Web

	Select Resource	
DIVINE WORD COLLEGE		
	EBSCOhost Web EBSCOhost Espanol	

6. Off-campus users will need ID and password to login. Call Mr. Daniel Williams to receive this information. *Due to security reasons, we cannot post this information or send it via email.

FBSCOhost			
EBSCOnost			
Searching: Academic Search Premier, Show all Choose Databases		-	e
Enter any words to find books, journals and more	×	Search	
Search Options Basic Search Advanced Search Search History			

Choose Databases

Searching: Academic Search Premier, Show all Choose Databases

1. Go to EBSCOhost

2. Click **Select / deselect all** and then click **OK.** Make sure all the boxes are checked. While this may result in a slower response time, you will ensure that you are searching all available databases.



Detailed View (Title lists included) Select another EBSCO service				
OK Cancel				
 Academic Search Premier MasterFILE Premier Academic Search Elite Academic Search Elite Health Source - Consumer Edition Health Source: Nursing/Academic Edition Business Source Elite Primary Search ERIC ERIC Funk & Wagnalls New World Encyclopedia Vocational and Career Collection 	 Newspaper Source Plus McClatchy-Tribune Collection EBSCO Management Collection EBSCO Management Collection Newswires Newswires Web News Web News AHFS Consumer Medication Information Philosophers Index with Full Text Academic Search Complete Primary Search Reference eBook Collection MasterFILE Reference eBook Collection 			
 Regional Business News TOPICsearch Library, Information Science & Technology Abstracts Small Business Reference Center 	 ✓ Academic Search Ultimate ■ ✓ eBook Collection (EBSCOhost) ■ ✓ eBook Academic Collection (EBSCOhost) ■ ✓ Business Source Ultimate ■ 			
OK Cancel				



Search for a resource in EBSCOhost

EBSCOhost provides two methods for searching: Basic and Advanced.

Basic Search

- 1. Go to EBSCOhost
- 2. **Basic Search:** If already have a resource in mind, enter the title in the search box and then click **Search**. As you can see below, when you start typing the name of a resource, a list of suggestions will pop up.

	EB	SCOhost
Searc	ching: Academic Search Premier, Show all	Choose Databases
foo	D	Search 🕐
food		
footb	ball	
food	linsecurity	
food	waste	
food	l deserts	
food	security	
RD food	Industry	ninistered by the Institute
footb	ball or soccer	
food	Isafety	

3. If you have a general topic in mind, type a few key words in the search box and then click **Search**

Searching: Acade	emic Search Pr	emier, Show all Ch	noose Databases			
food safety				×	Search	?
Search Options •	Basic Search	Advanced Search	Search History			-

A search for [food safety] gives me 556, 012 results





A search for ["food safety" AND Iowa] gives me 3, 458 results (a lot less!). Be sure to use quotation marks if you want to search for an entire phrase. For example, [food safety Iowa] would be searched as [food AND safety AND Iowa] as opposed to [Food safety And Iowa]. For more search tips, click <u>here</u>.



4. **Refine** your results. Use the **limiters** on the left-hand side to narrow down your search even more





A search for "Food safety AND Iowa" limited to **Full Text, Scholarly Journals, and 2010-2020** gives me 471 results



Advanced Search

1. Go to EBSCOhost or click New Search if you are already in EBSCOhost



2. Click **Advanced Search.** You can access even more search features by conducting an **Advanced Search** and set limiters prior to searching





3. Enter your search terms in the boxes

EBSCOhost	food	safety	Select a Field (optional) -	Search
	AND -	iowa	Select a Field (optional) +	Clear ?
	AND +		Select a Field (optional) +	$(\widehat{+}) =$

4. Optional: You can choose a field for each term. This is especially helpful if you know the title or author of the resource.

	Select a Field (option	onal) +	Search
	Select a Field (optiona	al)	0
	TX All Text	ai) 🕈	Clear 🕐
	AU Author	al) 🔻	
	TI Title		+ $-$
Basic Search Advanced Search Search History	SU Subject Terms		
	SO Source		
Options	AB Abstract		
	IS ISSN		
	IB ISBN		

5. Choose **Search modes and Expanders.** The default is "**Find all my search terms**." If you are comfortable with Boolean searching, then click **Boolean/Phrase** option



Search Modes and Expanders

Select from:

- Boolean/Phrase Supports any Boolean searching or exact phrase searching. Stop words are ignored when part of phrases being searched.
- Find all of my search terms Auto AND all search terms entered (e.g. web AND accessibility)
- Find any of my search terms Auto OR all search terms entered (e.g. web OR accessibility)
- SmartText Searching You can copy and paste large chunks of text to search for results. SmartText Searching leverages a technology that summarizes text entered to the most relevant search terms then conducts search. This search mode is not available for all databases.

Boolean Terms

The following table illustrates the operation of Boolean terms:				
And	Or	Not		
Each result contains all search terms.	Each result contains at least one search term.	Results do not contain the specified terms.		
The search heart and lung finds items that contain both heart and lung.	The search heart or lung finds items that contain either heart or items that contain lung.	The search <i>heart</i> not <i>lung</i> finds items that contain <i>heart</i> but do not contain <i>lung</i> .		

6. Limit Your Search. This is where you can limit to full text, scholarly journals, and published date (like we did with limiters in Basic Search)

Limit your results		
Full Text	References Available	
Scholarly (Peer Reviewed) Journals	Published Date	
	Month v Year. Month v Yea	ır:
Publication		
Image Quick View	Image Quick View Types	
	Black and White Photograph	Chart
	Color Photograph	Diagram
	Graph	Illustration
	🗋 Мар	

7. Use **Special Limiters**. Each database has its own limiters. These are only useful if you know what database you want to search in.



Special limiters for Academic Search Premier	
Publication Type	Document Type
Periodical Newspaper Book v	Abstract Article Bibliography v
Language	Number Of Pages
Arladis Arabic Bosnian v	Cover Story
PDF Full Text	

8. After choosing Search Options, click Search

Navigate Search Results

You have entered a **Basic** or **Advanced Search**, now you need to look at the results.

1. Look at your Search Results. If you have more than a few thousand, then you will probably want to narrow or **limit** your search

These are the results for a keyword search for [food safety]



2. After limiting your search (by using **limiters** and/or adding key terms or phrases), scan the first page of results. The default is 10 results per page.



This is a search for ["food safety" AND Iowa] that is limited to Academic Journals



3. Optional: Change how the results are ordered. By default, EBSCOhost orders results by **Relevance.** But, you may want to find the newest or oldest research on a topic. To do so, click **Date Newest** or **Date Oldest.**





Search Resu	ts: 1 - 10 of 912	Date Newest Page Options	🕒 Share 🔻
1. Tempe	rature profiling of open- and closed-doored produce cases in re	etail grocery stores.	jî 🔶
Academic Journal	By: Monge Brenes, Ana Lorena; <u>Brown, Wyatt; Steinm</u> aus, Scott; Brecht, Jeffrey K.; Xie, Y Angela; Vorst, Keith. <i>Food Cont<mark>tol. Jul2020, Vol. 113, p</mark>N.PAG-N.PAG. 1p. DOI: 10.1016/j.fo</i>	′urui; Bornhorst, Ellen R.; Luo, Yaguang; Zhoi oodcont.2020.107158. , Database: Academic	u, Bin; Shaw, Search Elite
2. Effect of temperat	of door opening frequency and duration of an enclosed refriger ures and energy consumption.	ated display case on product	
	By: de Frias, J. Atilio; Luo, Yaguang; Zhou, Bin; Zhang, Boce; Ingram, David. T.; Vorst, Keith May2020, Vol. 111, pN.PAG-N.PAG. 1p. DOI: 10.1016/j.foodcont.2019.107044. , Database: A	n; Brecht, Jeffrey K.; Stommel, John. <i>Food C</i> Academic Search Elite	ontrol.
Academic Journal	Subjects: ENERGY consumption; DISPLAY of merchandise; DOORS; PERISHABLE foods; Administration; Outdoor Advertising; All other building equipment contractors; Plastic windo Contractors; Other Building Material Dealers; Perishable Prepared Food Manufacturing	TEMPERATURE; UNITED States. Food & Drug w and door manufacturing; Other Building Eq	g quipment

4. Optional: Change **Page Options.** Here you can change Result Format, Image Quickview, Results Per Page, and Page Layout.

	Date Newest Page Options	🕞 Share 🗸
	Result Format: Standard Title Only Brief Detailed	đ 🖻
	Image QuickView: View thumbnails of the images in an article right from the Result List.	
	On Off	e la
ui)	Results per page: 5 10 20 30 40 50	ared Food
	Page Layout: 1 Column 2 Columns 3 Columns 2 Columns	Â



5. Optional: **Share Results**. Here you can add results to **Folder**, add search to **Folder**, create an alert about the topic you searched, or copy the **Permalink** (For more information on your **Folder**, see section below).



Use EBSCOhost Tools

- 1. Go to EBSCOhost
- 2. Conduct a Basic or Advanced Search
- 3. Click on a search result



		-		<u> </u>
Result List Refine	e Search < 2 of 1,306 >	$\left(\right)$	Tools	\square
Why I Qu	it Twitter.		A Google Drive	
Authors:	MacPhail, Theresa		Add to folder	
Source:	Chronicle of Higher Education. 2/9/2018, Vol. 64 Issue 22, p7-7. 1p.		👜 Print	
Document Type:	Article		🐺 E-mail	
Subjects:	SOCIAL media & society TWITTER (Web resource)		Bave Save	
	SOCIAL media TENURE of college teachers		📄 Cite	
	PSYCHOLOGY		Export	
Abstract:	The author discusses her decision to cease using the microblogging social media service Twitter. The alleged distortion of collective memory through social media is criticized the process of longing off is compared to smoking cessition, and the author.		Create Note	
	weighs her social media use with her publishing profligacy and quest for tenure.		8 Permalink	
Lexile:	1220		🗐 Listen	
Full Text Word Count:	928		👼 Translate	
ISSN:	0009-5982			Ρ
Accession Number:	128410068			
Database:	MasterFILE Premier			

4. Notice **Tools** on the right side of the page

Tool	Function
Google Drive	Save item to Google Drive
Add to folder	Add item to folder
Print	Print Detailed Citation and/or Abstract
E-mail	Email Detailed Citation and/or Absract
Save	Save Detailed Citation and/or Absract to your computer
Cite	Lists the item citation in various formats (MLA, APA,
	Chicago/Turabian)
Export	Save citations to a file formatted to RIS, CSV, etc.
Create Note	Create note about item
Permalink	Copy the permalink so that you can access the item directly
Listen	Listen to an excerpt of the item
Translate	Translate an excerpt of the item



Create an EBSCOhost Account

1. Go to EBSCOhost

2. Click Sign In (Top right side of the page)

Sign In	i Folder	Preferences	Languages 🔹	Ask-A-Librarian	Help	Exit
				DIVINE WO	ORD COL	LEGE

3. Click Create one Now

EBSCO host			
Sign in			
G Sign in with	n Google		
Or Or Or			
Password	□ Show		
Forgot your password?			
Sign in			
Don't have an account? Cre	ate one now		

4. Enter the required information and then click continue



5. Click Click here



- 6. Sign in with the username and password you just created
- 7. Search EBSCOhost (notice the "My" above the EBSCOhost logo)

EBSCOhost		
100000101		
Searching: Academic Search Premier, Show all Choose Databases		

3. Save items to your Folder in the results page



OR click "Add to folder" in the item page



	e Search	Tools
Why I Qu	Coogle Drive	
Authors:	MacPhail, Theresa	Add to folder
Source:	Chronicle of Higher Education. 2/9/2018, Vol. 64 Issue 22, p7-7. 1p.	🚔 Print
Document Type:	Article	🔀 E-mail
Subjects:	SOCIAL media & society TWITTER (Web resource) COLLECTIVE memory SOCIAL media TENURE of college teachers PSYCHOLOGY	P Save
Abstract:	The author discusses her decision to cease using the microblogging social media service Twitter. The alleged distortion of collective memory through social media is criticized, the process of logging off is compared to smoking cessation, and the author weighs her social media use with her publishing profligacy and quest for tenure.	Create Note
Lexile:	1220	💼 Listan
Full Text Word Count:	928	Translate

Use Account Features

Folder

When searching for resources, you have the option to save your articles, eBooks, Videos etc. to your Folder

- 1. Sign in
- 2. Click Folder





3. Explore Folder options

🗦 🛁 My Folder
Articles (0)
Images (0)
images (0)
Videos (0)
Companies (0)
Pages (0)
eBooks (0)
audioBooks (0)
Checkouts (0)
Holds (0)
Notes (0)
Other Content Sources (0)
Persistent Links to
Searches (0)
Saved Searches (0)
Search Alerts (0)
Journal Alerts (0)
Web Pages (0)
🧀 My Custom 🛛 🛀 New ?
🛁 Shared By 🤊 🛀 Add

Preferences

1.Sign in

2. Click Preferences





3. Explore Preferences options

Liz's Pre	ferences 🕐		Х
EBSCOhost	iz's Preferences		
General Setting	S		
Language	English	Autocomplete search suggestions	● On ○ Off
Run Smarttext Search when query returns no results	● On ○ Off		
Result List Disp	lay		
Format	O Standard O Title Only	Page layout	O Three Two Two One Columns Columns Columns
Sort by	Relevance O Database Default	Image QuickView Results per page	On O Off Hint
Print, E-mail, Sa	ve Export		
Default format	Standard Field Format Detailed Citation and Abstract Citation Format ABNT (Brazilian National Standards) Customized Field Format	Export settings	Save citations to a file formatted for: Direct Export in RIS Format (e.g. CIT > E-mail a file with citations in: RIS Format (e.g. CITAVI, EasyBib, E
E-mail from	ephost@epnet.com		
E-mail to	Separate each e-mail address with a semicolon.		
E-mail format	● Rich Text ○ Plain Text		
Save	Cancel		

4. Click Save



Need Help?

While using EBSCOhost you may see a question mark bubble. Click on this bubble. An EBSCOhost support module will pop-up.



Check out the detailed guides EBSCOhost's website https://connect.ebsco.com/s/?language=en_US.

The Ask your librarians for help in-person, by email or by telephone.

Mr. Daniel Williams: dwilliams@dwci.edu or 563.876.3353 x207

Ms. Elizabeth Winter: ewinter@dwci.edu or 314.497.0623



Appendix A: Result List Examples

Example 1: Newspaper Article



Example 2: Journal Article





Appendix B: Glossary

Term	Definition
abstract	brief summary of a resource
access	ability to locate and retrieve information
citation	written reference to a source
database	collection of information that is organized and structured
full-text	complete text of a resource
journal	
peer-	peer-reviewed articles have been scrutinized by a panel of reviewers
reviewed	
	*Peer reviewed articles are always scholarly, but not all scholarly
	sources are peer reviewed
periodical	publication that issues items periodically throughout the year
scholarly	an authoritative, credible source
vendor	general term used to refer to a third party, other than a publisher,
	that sens content and supporting services specifically to libraries

Appendix C: EBSCOhost Database List

Database	Subjects	Target Audience	# of Full Text Items
Academic Search Premier	Multidisciplinary	College/ University	4600 journals
MasterFILE Premier	Multidisciplinary	General Public	1700 periodicals
Academic Search Elite	Multidisciplinary	College/ University	2100 journals
Health Source – Consumer Edition	Health topics	General Public	80 magazines
Health Source: Nursing/Academic Edition	Medical disciplines	Nursing Students	550 journals
Business Source Elite	Business and Economics	College/University	1000 business publications & 10010 company profiles
Primary Search	Multidisciplinary	Elementary	70 magazines
ERIC	Education	Education students	333000 items



Funk & Wagnalls New World Encyclopedia	Multidisciplinary	General Public	25000 encyclopedia entries
Vocational and Career Collection	Trade and Career	Trade schools	340 trade and industry publications
Regional Business Section	Business	General Public	80 regional business publications
TOPICsearch	News and Events	High school	150961 items
Library, Information Science & Technology Abstracts	Library and Information	Librarians	None
Small Business Reference Center	Business and How-To	Small Business Owners	860 periodicals & reference books 630 business videos
Newspaper Source Plus	News and Events	General Public	860 newspapers 85700 television and radio news transcripts
McClatchy-Tribune Collection	News and Events	General Public	90-day archive of newspapers
EBSCO Management Collection	Business	Companies	1200 business sources and 10000 company profiles
Newswires	News and Events	General Public	Associated Press, United Press International, PR Newswire, Xinhua, CNN Wire, and Business Wire
Web News	News and Events	General Public	14000 news feeds
AHFS Consumer Medication Information	Patient Drug Information	General Public	
Philosophers Index with Full Text	Philosophy and Religion	College/University	
Academic Search Complete	Multidisciplinary	College/University	8500 periodicals
Primary Search Reference eBook Collection	Multidisciplinary reference	Elementary/Middle	
MasterFILE Reference	Multidisciplinary	General Public	



eBook Collection	reference		
Academic Search Ultimate	Multidisciplinary Animal science Anthropology Astronomy Biology Chemistry Engineering Ethnic and multicultural studies General science Geography Geology Law Mathematics Music Pharmaceutical sciences Physics Psychology Religion and philosophy Science and technology Veterinary science Women's studies Zoology	College/University	9283 periodicals
eBook Collection (EBSCOhost)	eBooks	General Public	
eBook Academic Collection (EBSCOhost)	eBooks	College/University	
Business Source Ultimate	Business and Economics	College/University	3284 periodicals



Appendix D: Learn more about each database

- 1. Go to EBSCOhost
- 2. Click Choose Databases

3. Click the bubble to the right of the database title to see more information about the database



