Hello everyone. This tutorial will walk you through the process of locating a database, and using that database to locate an article. We will start out on the Newark library homepage. To reach the databases, scroll down, and on the right hand side of the screen underneath the heading Links, you will see a link that reads: Research Databases List. Select that link, and it will take you to a list of all the OSU article databases.

Now, as an OSU student you have access to several hundred different types of databases. If you are not sure what database you want to use for your project, it is always a good idea to look at these databases arranged by subject. So if you were looking for an article in the field of biology, you might want to select the heading for Biology and check out some of the databases under that field.

Now, if you already have a database in mind, you can actually just use the search bar on the left hand side of the screen to locate that database. The database we will use as an example today is called Academic Search. And then I will select the Find button, and I will be brought to the record for this specific database. If you are working on-campus you can just select the blue link that reads Academic Search Complete to get into the database. However, if you are working from off-campus, you will want to use the off-campus sign in, which if you scroll down a little bit you will see it under description. The off campus sign in will allow you to sign in with your name.# and the password you have associated with that account. You will then be able to access all of the articles within the database. But since I am on campus right now, I will select the Academic Search Complete link.

Now the reason that I’ve chosen to show you Academic Search Complete is because first off, it’s a very good general database. Also, it’s going to look very similar to a number of the other databases you will have access to through Ohio State. Whenever you take a first look at a database, make sure you kind of see what kind of options are available to you, you don’t want to just jump right in and start searching. For example, I don’t want to just use this giant search bar, instead I want to select this Advanced Search option.

The Advanced Search option is going to show me all of these other options I can use to narrow down my search results. For example, under the heading for limit your results, I can decide that maybe I just want to look at full text articles. I might also choose that I only want to look at scholarly and peer reviewed journals. As you can see, there are a number of other ways that I can narrow down my search: I can narrow down to a specific publication, or within a publication year. But since I am just starting out with my search process, I won’t narrow down too much, just yet. Once I’ve decided what limiting options I want to use, I can start typing in my search terms. So I will look for information on sports and drugs. And since this is an academic database, I’m going to type in my search terms and connect them with the Boolean operator AND, so that the database knows that I am looking for articles that deal with both of these topics. Now I will hit the search button, which is to the right of my search screen.

And the database will show me a list of articles that have something to do with sports and drugs. Now as you can see, I have over 2,300 articles, which is probably too many for an initial search. What is nice about this database is that it gives me a lot of limiting options once I’ve run my search. If you scroll down, you will see on the left hand side of the screen that you can still limit by publication date. You can also limit by using the Subject Thesaurus Term option. If you select the Subject Thesaurus Term option, it will show you all of these subtopics within the larger topic of sports and drugs. So maybe if I want to narrow down to doping in sports, I’ll select that option, and the database will automatically get rid of anything that does not deal with that smaller subtopic.
If I want to look at an article, all I need to do is select the title; this will bring me to a page with all of the citation information. It will also show me the abstract. The abstract is very helpful because it gives me a short summary of the article itself. If I decide that I like this article, and scroll back up, on the left hand side of the screen I will see an option either for the full text or I will see the Block O with the Find It, and I can select the Find It option and that will allow me to search for this article in other databases as well.