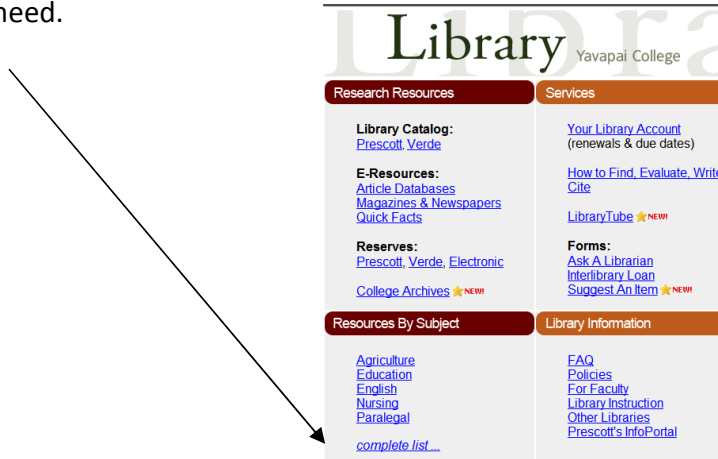


TIPS TO FIND MAGAZINE, NEWSPAPER, & JOURNAL ARTICLES @ WWW.YC.EDU/LIBRARY

Databases contain thousands of magazine, newspaper and journal titles. Articles are easy to locate once you know a few basic techniques.

Not sure which database to use?

Review the subjects available within our **Resources by Subject** section to find the database that fits your need.



FINDING GOOD SEARCH TERMS: Follow these tips to develop a list of appropriate search terms.

- Identify words that describe your topic
- To help you find similar words, search www.thesaurus.com
- Expand or broaden your search terms – example: school uniforms (narrow term) to dress codes (broader)
- When searching different databases, build on your success. Try using the terms and links that were useful in one database to use in another database. Remember to be *flexible* – not every database uses the same terminology.

FOR BETTER RESULTS, USE QUOTATIONS AROUND AN EXACT PHRASE:

- Use search terms in a particular word order to find articles that are on-target.
 - Example: “early childhood education” vs. early childhood AND education
The results are much different!

Overwhelmed by too many articles?

- Limit your search to **full text** articles.
 - Before you hit the search button, look for the full text option when it is available and select it. You’ll be able to read, print or sometimes email the entire article rather than looking for it elsewhere.

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Overwhelmed by too many articles [con't.]?

- Look within the search results for a list of suggested subjects that may help to refine your results. Select the most appropriate ones.

What to do when an article is not full text?

- You can check for the publication title through the “Magazines and Newspapers” section of the library’s webpage. The article might be available in another database or in print.

Need scholarly or peer-reviewed articles?

- Before you hit the search button, look for the scholarly or peer-reviewed option when it is available and select it. This will limit your results to high-quality, academic research.

SAVE TIME WITH ABSTRACTS & SUMMARIES: Before reading an entire article, read an abstract or summary.

- Many databases have abstracts or summaries of articles available from the search results list. Determine if the article seems promising by first reading the brief summary or abstract. It will save you time.

IF LOOKING FOR CURRENT OR SPECIFIC DATES FOR ARTICLES, TRY THE DATE RANGE FEATURE

- Look for the option to enter or select the desired dates for your research.
- Look for the option to display your search results in chronological order.

FIND ARTICLES WITHIN A SPECIFIC MAGAZINE, NEWSPAPER OR JOURNAL (PERIODICAL)

- Look for a **publication title** search box and type in the title to search within that publication only. Remember, you still need to include search terms.

MAXIMIZE YOUR SEARCH EFFICIENCY, USE SEARCH SYMBOLS.

- Add the truncation symbol * to include variations of your search term. You’ll find articles that contain words with various endings and multiple spellings.
 - For example: **econom*** finds articles that contain the words
 - Economic
 - Economics
 - Economy
- Use the wildcard symbol ? when searching for terms when alternate characters can fill the space of the symbol.
 - For example: **wom?n** finds articles that contain the words
 - Woman
 - Women
 - For example: **educat??** Finds articles that contain the words but it will not find education because it requires 3 ???
 - Educated
 - Educator

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ADVANCED SEARCHING WILL ALWAYS GIVE YOU MORE SEARCH OPTIONS

- Use it when it is important to distinguish unique search terms.
- Enter the search terms in separate search boxes
 - For example: feudal Japan AND samurai AND bushido
- **Focus your search by using “AND”, “OR” & “NOT” (Boolean operators)**
 - To **refine** your search, combine search terms by using “AND”. If searching for articles on animal rights.
 - For example: Animal testing AND cruelty
 - To cast a **broader** net, combine your search terms using “OR”
 - For example: Biodiesel fuels OR biofuels may find articles that mention biodiesel fuels or biofuels or both!
 - To avoid **unwanted** articles, use “NOT” to further refine your search.
 - For example: Biodiesel fuels NOT diesel fuels may find articles mentioning biodiesel fuels while excluding those that mention diesel fuels.

Searching for specific types of data such as film reviews, editorial cartoons, or primary source documents?

- Look for additional search options such as “Document type” or “Publication type” in ProQuest and EBSCOhost databases. Remember, you still need to include search terms.

Looking for case studies?

- As part of your search terms, include the term “study” or “case study”.
- Limit your search results to scholarly or peer-reviewed articles.

Need help with your research?

- **Stop by the Library’s reference desk and talk with your friendly librarian**
- **Give us a call at:**
 - **(928) 776-2261 (Prescott campus library)**
 - **(928) 634-6540 (Verde campus library)**
- **Submit your question to “Ask a Librarian” at the library’s web page:**
 - **www.yc.edu/library**