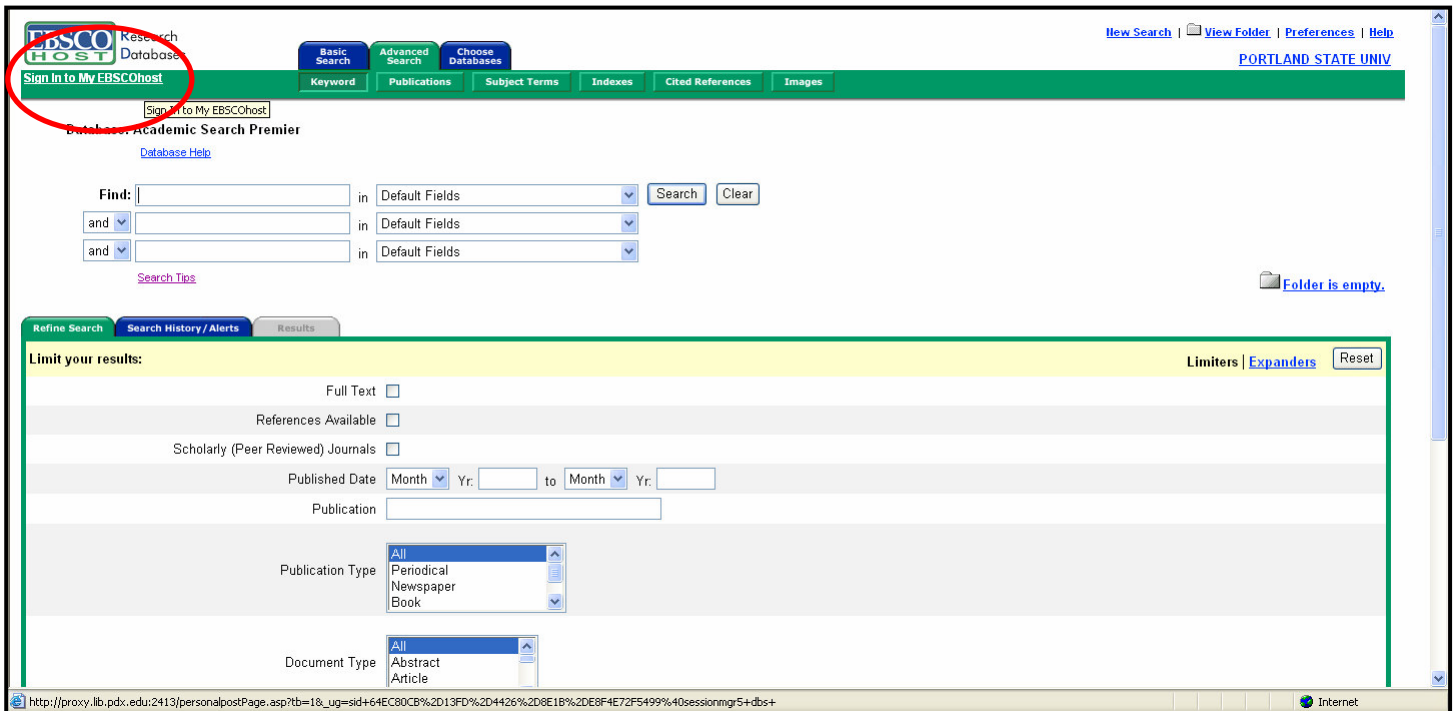
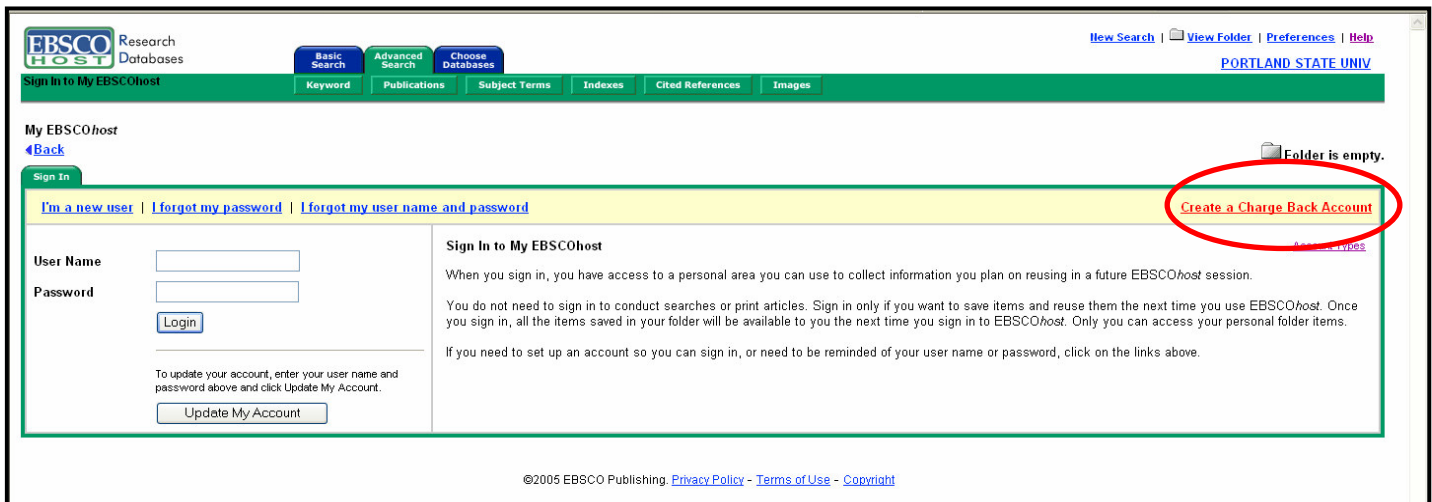


Using PSU's Online Database

1. Go to PSU Library Online at <http://www.pdx.edu/library/>
2. Under **FIND IT**, click on **Electronic Journals**
3. From there, click on **Academic Search Premier**
4. Log on with your PSU (Odin) ID and password.
You'll be taken to a screen that looks like the image below. Click on **Sign In to My EBSCOhost** (see red circled area on image below).



5. In order to save searches, you will need to create a “Charge Back Account.” Do this by clicking on **“Create a Charge Back Account,”** which is circled in red in the image below. Follow the instructions to create an account for yourself. A screen may pop up asking you to **Set Up a New Client.** Disregard this by hitting **cancel.**



6. Now that you have a My EBSCOhost account, click on the **Choose Databases** tab, indicated by the red arrow in the image below, to select the databases you'd like to use for your search. These preferences will not be saved. You will need to reselect databases every time you log in.

The screenshot shows the EBSCOhost 'Choose Databases' page. At the top, there are three tabs: 'Basic Search', 'Advanced Search', and 'Choose Databases'. A red arrow points to the 'Choose Databases' tab. Below the tabs, there is a 'Continue' button and a 'My Folder has items' link. The main content area lists several databases with checkboxes and brief descriptions:

- Academic Search Premier**: The world's largest academic multi-disciplinary database, *Academic Search Premier* provides full text for nearly 4,700 publications, including full text for more than 3,600 peer-reviewed journals. PDF backfiles to 1975 or further are available for well over one hundred journals, and searchable cited references are provided for more than 1,000 titles. This database is updated on a daily basis via EBSCOhost. [Title List](#) [More Information](#)
- MasterFILE Premier**: Designed specifically for public libraries, this multidisciplinary database provides full text for nearly 2,000 general reference publications with full text information dating as far back as 1975. Covering virtually every subject area of general interest, *MasterFILE Premier* also includes more than 360 full text reference books, 84,074 biographies, 86,135 primary source documents, and an Image Collection of 107,135 photos, maps and flags. This database is updated daily via EBSCOhost. [Title List](#) [More Information](#)
- Newspaper Source**: *Newspaper Source* provides selected full text for nearly 30 national (U.S.) and international newspapers. The database also contains full text television & radio news transcripts, and selected full text for more than 200 regional (U.S.) newspapers. This database is updated daily via EBSCOhost. [Title List](#) [More Information](#)
- Business Source Premier**: This is the industry's most used business research database, providing the full text for nearly 8,200 serials. *Business Source Premier* provides full text back to 1965 and searchable cited references back as far as 1998. Coverage includes virtually all subject areas related to business. This database is updated on a daily basis via EBSCOhost. [Title List](#) [More Information](#) [Enhanced Business Searching Interface](#)
- Regional Business News**: This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of 75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States. This database is updated on a daily basis. [Title List](#) [More Information](#)
- Agricola**: This database contains bibliographic records from the U.S. Department of Agriculture's National Agricultural Library. Coverage for *AGRICOLA* dates back to 1970 and includes more than 2.5 million citations. The citations are comprised of journal articles, monographs, theses, patents, software, audiovisual materials, and technical reports related to agriculture. [More Information](#)
- ERIC**: *ERIC*, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals. [More Information](#)
- Professional Development Collection**: Designed for professional educators, this database provides a highly specialized collection of more than 550 high quality education journals, including more than 350 peer-reviewed titles. This database also contains more than 200

The databases I find helpful for research in social sciences include the following. After you've made your database selections, click on the **Continue** button.

<input checked="" type="checkbox"/>	Academic Search Premier
<input checked="" type="checkbox"/>	ERIC
<input checked="" type="checkbox"/>	TOPICsearch
<input checked="" type="checkbox"/>	Psychology and Behavioral Sciences Collection
<input checked="" type="checkbox"/>	Religion and Philosophy Collection
<input checked="" type="checkbox"/>	Middle Eastern & Central Asian Studies
<input checked="" type="checkbox"/>	SocINDEX with Full Text

7. After you've clicked on Continue, select the **Advanced Search** tab (at the top, circled here in red) and the **Refine Search** tab (circled here in blue).

The screenshot shows the EBSCOhost search interface. At the top, there are three tabs: 'Basic Search', 'Advanced Search' (circled in red), and 'Choose Database'. Below the tabs, there is a search bar with 'Find: |' and 'Search' and 'Clear' buttons. There are also 'and' dropdown menus for combining search terms. Below the search bar, there are several filter options: 'Full Text' (checkbox, circled in red with a red star), 'References Available' (checkbox), 'Scholarly (Peer Reviewed) Journals' (checkbox, circled in blue with a blue star), 'Published Date' (Month and Year dropdowns), 'Publication' (text input), 'Publication Type' (dropdown menu with options: All, Periodical, Newspaper, Book), 'Document Type' (dropdown menu with options: All, Abstract, Article, Bibliography), and 'Number Of Pages' (All dropdown). There are also 'Limiters', 'Expanders', and 'Reset' buttons.

8. Refine Search

If you want full-text articles (articles you can download or print or e-mail), you must select the **Full Text** box (see red star on image above). To make sure you retrieve scholarly (peer-reviewed) articles, be sure to check the appropriate box (see blue star on image above).

9. Advanced Search

When you do an advanced search, you can provide search terms for up to three fields. As you can see from the pull-down box in the image to the right, there are many ways to search – by author, title, subject, etc. Unless I know specific author or title words, I search either by subject or just “default fields.”

For example, if you want to find resources in the subject of “urban community,” you can either type **urban community** in the first

The screenshot shows the EBSCOhost search interface with the 'Advanced Search' tab selected. A pull-down menu is open, showing various search fields. The fields include: 'Full Text', 'References Available', 'Scholarly (Peer Reviewed) Journals', 'Published Date', 'Publication', 'Publication Type', and 'Document Type'. The 'Full Text' checkbox is checked. The 'Scholarly (Peer Reviewed) Journals' checkbox is also checked. The 'Published Date' field has 'Month' and 'Yr.' dropdowns. The 'Publication' field has a text input. The 'Publication Type' field has a dropdown menu with options: 'All', 'Periodical', 'Newspaper', 'Book'. The 'Document Type' field has a dropdown menu with options: 'All', 'Abstract', 'Article', 'Bibliography'. There are also 'Limiters', 'Expanders', and 'Reset' buttons.

search field *or* type just **urban** in the first field and then **community** in the second search field. This latter approach will yield many more results. Keep in mind that many results will not be articles about the topic in question, but rather book reviews. Most, but not all, book reviews are labeled as book reviews. Otherwise, you'll just have to open the item to see what it is.

The screenshot shows the EBSCOhost search interface. The search criteria are: Find: urban community in SU Subject Terms, and in SU Subject Terms, and in Default Fields. The results list 8 items, including articles, book reviews, and book reviews. The first item is 'Remaking New York: Primitive Globalization and the Politics of Urban Community' by Benjamin Shepard. The second is 'Remaking New York: Primitive Globalization and the Politics of Urban Community (Book)' by Jan Lin. The third is 'Building Family Literacy in an Urban Community (Book Review)' by Nancy Sledd. The fourth is 'Building Family Literacy in an Urban Community (Book Review)' in the British Journal of Educational Technology. The fifth is 'Book reviews' by Lynn K. Barker. The sixth is 'Reviews of books: Medieval' by M. Kowaleski. The seventh is 'POVERTY, ETHNICITY, AND CRIME: CHANGE AND CONTINUITY IN U.S. CITIES' by James F. Short. The eighth is 'Book reviews' by William B. Robinson and Philip D. Thomas.

Look at the difference in results for the following two searches.

For the first one, I typed **urban community** as a subject search in the first field. As you can see, there are 28 results, and as you also can see, most indicate that they are books or book reviews.

In the second example, I typed **urban** in the first field, again as a subject search, and **community** in the second field, also as a subject field. You can see that I got many more results (6749). That may be more than I want. I could narrow down the search further by adding another delimiter. But for now, let's suppose that I am interested in the fourth item by Jennifer Robinson.

10. Save an item.

I can click on the **Add folder** to the right, which adds the item to MyEBSCOHost folder (making it available next time I log in).

If I click on the title, what we will see is shown in the image on the next page.

The screenshot shows the EBSCOhost search interface with the search criteria: Find: urban in SU Subject Terms, and community in SU Subject Terms, and in Default Fields. The results list 6749 items. The first item is 'The urban growth machine goes South: Conditions and capacities for more sustainable place-building' by Warner, Kee, Negrete, Jorge. The second is 'Application of a health promotion model to community-based sustainability planning' by Swanson, Awiva, Van Wynsberghe, Robert, Frankish, James, Foltz, Harmony. The third is 'The rise of the eco-preneur and the messy world of environmental innovation' by Beveridge, Ross, Guy, Simon. The fourth is 'Urban geography: world cities, or a world of cities' by Robinson, Jennifer. The fifth is 'Effects of Urbanization on the Distribution and Abundance of Amphibians and Invasive Species in Southern California Streams' by Riley, Seth P. D., Busted, Gary T., Kats, Lee B., Vandergon, Thomas L., Lee, Lena F. S., Dagit, Rosi G., Kerby, Jacob L., Fisher, Robert N., Sauvajot, Raymond M. The sixth is 'NIMBY and the Civic Good' by Gibson, Timothy A. The seventh is 'Still Struggling After 9/11: Downtown Tries to Win Families' by LeVine, Steve.

The first three items are citation information you will need: title of article, author's name, name and other information (date, volume, issue, page numbers, etc.) of the journal or other source. In an MLA Works Cited list, this citation would look like this:

Robinson, Jennifer. "Urban Geography: World Cities, or a World of Cities." *Progress in Human Geography* 29.6 (Dec. 2005): 757-765.

That's all you need to include in your Works Cited list. However, for purposes of accessing this article, you need to take note of the **persistent link**, which in this case is indicated by the red arrow in the image below. It is <http://proxy.lib.pdx.edu:2052/login.aspx?direct=true&db=aph&an=19064340>. This is useful only for other people who have access to the PSU library by proxy. Normally, you do not need to include this in your Works Cited list unless requested by your instructor.

The screenshot shows the EBSCOhost search results page for the article "Urban geography: world cities, or a world of cities." by Jennifer Robinson. The page includes the following information:

- Title:** *Urban geography: world cities, or a world of cities.*
- Authors:** Robinson, Jennifer¹
- Source:** *Progress in Human Geography*; Dec2005, Vol. 29 Issue 6, p757-765, 9p
- Document Type:** Article
- Subject Terms:** *CITIES & towns, *CITIES & towns -- Growth, *COMMUNITY, *GEOGRAPHY, *SOCIOLOGY, Urban, *URBAN cores, *URBAN geography, *URBAN policy, *CITY dwellers
- NAICS/Industry Codes:** 9251 Administration of Housing Programs, Urban Planning, and Community Development
- Abstract:** The article discusses a network and a territory approach to contemporary cities and it also argues that *urban* geography would encompass a greater diversity of cities in its search for ways of understanding cities. Some approaches, which stress how overlapping networks come together in particular cities to produce distinctive *urban* places, offer a sense that one might be in need of more than one spatial optic with which to make sense of cities both networks and territories. The politics of becoming a global city has been largely ignored.
- Author Affiliations:** ¹Faculty of Social Sciences, Open University, Walton Hall, Milton Keynes MK7 6AA, UK
- ISSN:** 0309-1325
- DOI:** 10.1191/0309132505ph582pr
- Accession Number:** 19064340
- Persistent link to this record:** <http://proxy.lib.pdx.edu:2052/login.aspx?direct=true&db=aph&an=19064340>
- Database:** Academic Search Premier
- View Links:** [Check PSU Library catalog](#) [PSU Links](#)

At the bottom of the page, there is a red star icon next to the "PDF Full Text" link, and a blue star icon in the top right corner of the search results area.

11. View Full Text.

You can view the article in whatever format(s) might be available (I prefer pdf) by clicking on the PDF Full Text entry (red star in image above). When you open the article in a PDF viewer, you can then save it to a disk. This is the most convenient method.

12. View your MyEBSCOHost Folder contents.

Note that at any time you can view and/or e-mail your saved searches. Click on the "My Folder Has Items" icon (blue star in image above) to be taken to your folder contents. See results on next page.

From your folder listing, you can either view the full text of any item or print or e-mail the list to yourself. You can also save the contents to a removable disk.

Be careful here, because you probably will not want to mail, print, or save the list *and* the full articles. I find it useful to save the list with the persistent link. That allows me to access the article online whenever I need to. I can always open the article online and then save it from there. I certainly don't want to end up sending myself 25 articles, especially if I've already saved or printed them.

The screenshot shows the EBSCOhost interface for 'Martha's Folder'. The 'Result List Items' section displays 8 search results. A red star is placed over the 'E-mail' button. The results are as follows:

Item	Author	Journal	Year	Volume	Issue	Pages	AN	Options
1.	Urban geography: world cities, or a world of cities.	By: Robinson, Jennifer.	Progress in Human Geography	Dec2005	Vol.	29 Issue 6	p757-765, 9p; DOI: 10.1191/0309132905ph562pr; (AN 19064340)	PDF Full Text (88K) Check PSU Library catalog PSU Links [X]
2.	The Subcultural Theory of Urbanism: A Twentieth-Year Assessment.	By: Fischer, Claude S.	American Journal of Sociology	Nov98	Vol. 101 Issue 3	p543, 35p, 1 chart; (AN 9601764669)		PDF Full Text (3.5MB) Check PSU Library catalog PSU Links [X]
3.	THE RURAL-URBAN CONTINUUM.	By: Pahl, R. E.	Sociologia Ruralis	1966	Vol. 6	p299-329, 31p; (AN 15694784)		PDF Full Text (1.7MB) PSU Links [X]
4.	The Urban Way of Life.	By: Anderson, Nels.	International Journal of Comparative Sociology (Brill)	Dec62	Vol. 3 Issue 2	p175, 14p; (AN 10455232)		PDF Full Text (868K) Check PSU Library catalog PSU Links [X]
5.	URBANISM AS A WAY OF LIFE.	By: Wirth, Louis.	American Journal of Sociology	Jul1938	Vol. 44 Issue 1	p1-24, 24p; (AN 15453419)		PDF Full Text (1.4MB) Check PSU Library catalog PSU Links [X]
6.	The Family Costs of White Racism: The Case of African American Families.	By: Jean, Yanick St.; Feagin, Joe R.	Journal of Comparative Family Studies	Summer98	Vol. 29 Issue 2	p297-312, 16p; (AN 1464818)		PDF Full Text (865K) Check PSU Library catalog PSU Links [X]
7.	Gangsta rap and adult education.	By: Guy, Talmadge C.	New Directions for Adult & Continuing Education	Spring2004	Issue 101	p43-57, 15p; (AN 12680977)		PDF Full Text (82K) Check PSU Library catalog PSU Links [X]
8.	Hooligans and Heroes: Youth Identity and Hip-Hop in Dar es Salaam, Tanzania.	By: Perullo, Alex.	Africa Today	Summer2005	Vol. 51 Issue 4	p74-101, 28p, 8 charts; (AN 17399906)		PDF Full Text (422K) Check PSU Library catalog PSU Links [X]

13. Email Folder Results to Yourself

To avoid mistakes and maximize efficiency, just e-mail yourself the list. Click on **Email** (red star in image above). You will see the result in the image to the right. Note that you want to **deselect** Include when sending HTML and PDF (these are checked by default, so uncheck them), but you want to **keep** the “**Standard Field Format**” selected. This will result in e-mailing you a list of your searches, with citation information and an abstract and, most importantly, the persistent link, so that you can access the article later, if you haven't already downloaded it.

The screenshot shows the 'E-mail Manager' interface. The 'Number of Items to be e-mailed: 25' is displayed. The 'E-mail Address' field contains 'bianco@psu.com'. The 'Subject' field contains 'Urban Community Search'. The 'Comments' field contains 'These are the articles I found when searching for information about urban communities.' The 'Include when sending' section has the following options:

- HTML Full Text (when available)
- PDF as separate attachment (when available)
- Standard Field Format
- Detailed Citation and Abstract
- Customized Field Format

The 'Select Fields' button is visible. At the bottom, there is a 'Send' button and a link for more information on e-mailing Linked Full Text.