Kā tautoko ako
Academic Support Services

Find an article in a database

1. a. Begin at **My Ara**: https://myara.ara.ac.nz

   b Click on the **Primo Library Search** tile

   My Library Account | Primo Library Search
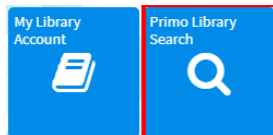
Find a database if you know its name
   a. From **Primo Library Search** click on **Databases**
   b. Choose your database from the **A-Z** List
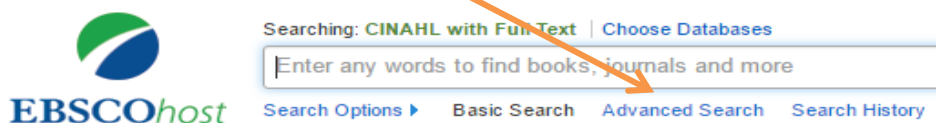
Find a database by subject
   a. From **Primo Library Search** click on **Subject Guides**
   b. Choose your **subject**
   c. Click on **Articles / Databases**
   d. Scroll down to **Recommended databases** and choose a database

Search a database

   For most databases:

   a. Log in with your network / Moodle username and password.

   b. Click on **Advanced Search.**

   EBSCOhost

   Searching: CINAHL with Full Text | Choose Databases
   Enter any words to find books, journals and more
   Search Options ▶   Basic Search   Advanced Search   Search History

Search tips for most databases

- Use ***** to find words with different endings e.g. behav***** finds US and UK spelling of behaviour.

- Use speech marks to search for a phrase e.g. "quality of life"

- Use **OR** to broaden your search for similar terms e.g.
     e.g. elderly **OR** older **OR** aged

A search strategy

  a. Enter your search terms with each topic on a separate line.
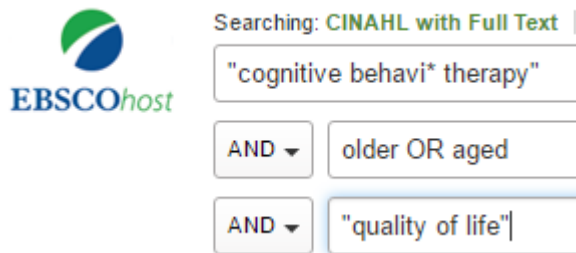
 b. Apply any of the following to refine your search as required.

- Tick **peer-reviewed** (Peer-reviewed means articles have been checked by experts in their field).

- Tick **full text** (but not if you are doing a literature review as this can limit your results too much).

- Add a **date range** if needed.

Email your articles to yourself

  a. Add each useful article to a folder. E.g. In an **EBSCO** database it's a plus icon

  b. After you have added all relevant articles, look for a **Folder** in the top bar

   e.g. in an **EBSCO** database it's a folder icon on the top right
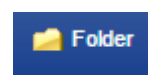
  c. Click the email icon and before you click on **Send**, fill in the **Email Manager** with:

- your email address
- your course code in the Subject Line to easily keep track of your articles.
- **APA** format selected for the **Citation** format.

Find the APA reference for any article

In a **Gale** database under **Tools** choose **Citations Tools** and choose the APA citation format.
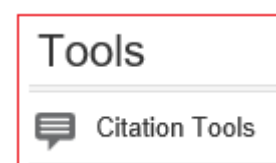
In an **EBSCO** database under **Tools** choose **Cite** and then the APA citation format.

Print your articles

    a. Click on the **PDF** when available for any title.

    b. Hover over the article with your cursor to click on the **print** icon.

Print your search history

After searching in an **EBSCO** database using **Advanced Search**:

    a. Click on **Search history.**
    b. Tick the box next to the searches you want to print.
    c. Click **Print Search history.**

Note on Academic OneFile

When searching **Academic OneFile:**

- You can change **keyword** to **abstract** to focus your results.

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via Asklive
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz