

## How to search for Academic Journal Articles Online

While you CAN get to the online resources from the library page, I find that getting onto MyUT and clicking the LIBRARY TAB is much easier and much more familiar. I will start from there:

Within the Library tab, there is a box called “Electronic Resources” and within that box is a hyperlink that will take you to “Research Databases by Name.” Click that link as shown below:



**Electronic Resources** ☐ ⬆ ⌕

**Research Databases by Subject**  
UT & OhioLINK databases listed by general topic.

**Research Databases by Name**  
UT & OhioLINK databases listed alphabetically.

**Online Journals**

**Internet Ready Reference Shelf**  
Internet resources chosen by UT librarians.

**Access from Off Campus**

**Academic Search Complete**  
Good for finding articles on any topic.

The page it will take you looks like the picture below. Click “Listed by Name.”



# OhioLINK Databases

All Databases

[Login now to access restricted services](#) | [View publicly accessible databases](#)

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[Listed by Subject](#)

[Listed by Type](#)

[Listed by Name](#)

[A](#) · [B](#) · [C](#) · [D-E](#) · [F-G](#) · [H](#) · [I-K](#) · [L-M](#) · [N-O](#) · [P-Q](#) · [R](#) · [S-T](#) · [U-Z](#)

[Quick Search @ OhioLINK](#)

This will take you to a list starting with A, and the top selection is the one you want, it is called "Academic Search Complete." Click it as pictured below:

[Academic Search Complete](#) 

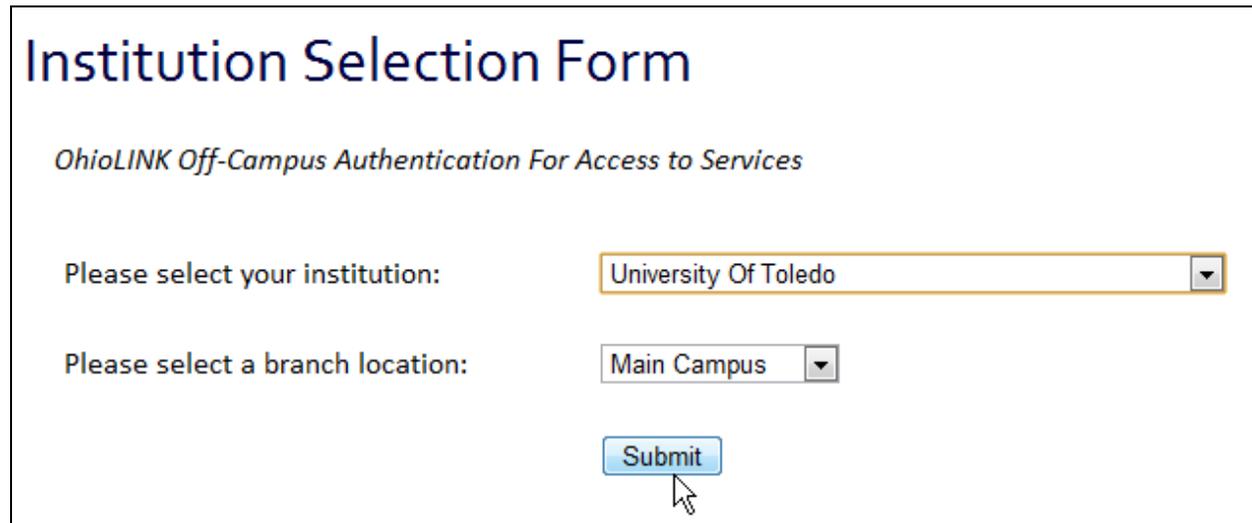
<http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=a9h>

Off-campus URL: <http://proxy.ohiolink.edu:9099/login?url=http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=a9h>

Index, abstracts, and full text for many scholarly publications covering all academic areas of study. ([more...](#))

**THIS SECTION IS ONLY IF YOU ARE ON AN OFF-CAMPUS COMPUTER:**

You will be required to log-in if you are off campus. The First page looks like this:

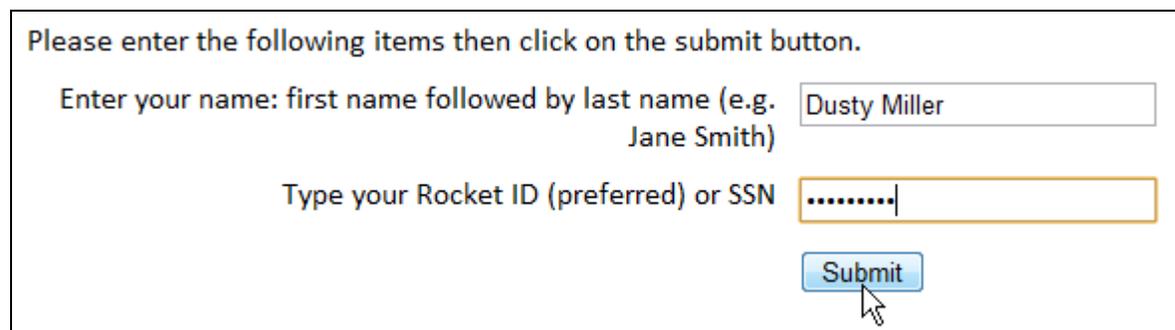


The screenshot shows a web form titled "Institution Selection Form" with the subtitle "OhioLINK Off-Campus Authentication For Access to Services". It contains two dropdown menus: "Please select your institution:" with "University Of Toledo" selected, and "Please select a branch location:" with "Main Campus" selected. A blue "Submit" button is located below the second dropdown menu, with a mouse cursor pointing at it.

Use the pull-down menu to find "University of Toledo"

The Branch should default to "Main Campus," which is what you want.

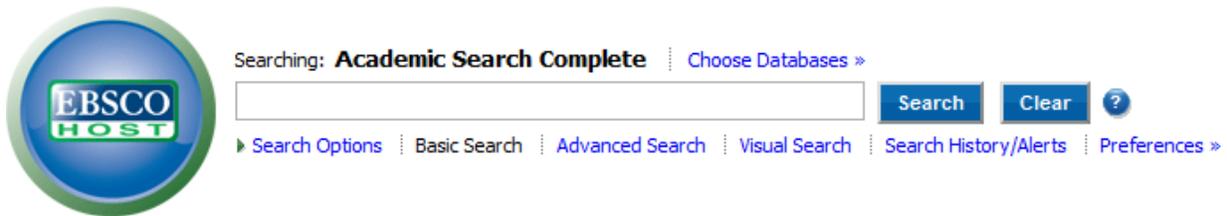
Then click "Submit."



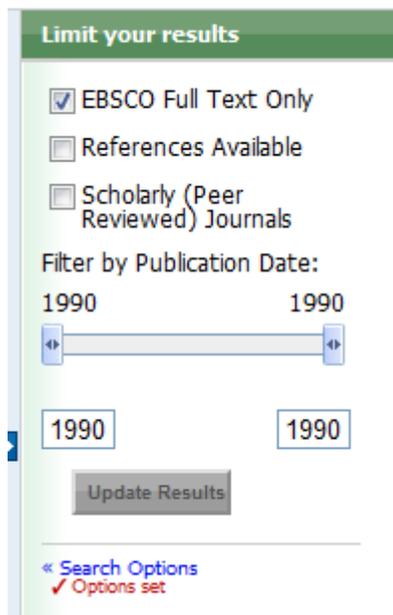
The screenshot shows a login form with the instruction "Please enter the following items then click on the submit button." It has two input fields: "Enter your name: first name followed by last name (e.g. Jane Smith)" with "Dusty Miller" entered, and "Type your Rocket ID (preferred) or SSN" with "....." entered. A blue "Submit" button is located below the second input field, with a mouse cursor pointing at it.

Next it will ask for you First and Last Name and your Rocket ID. If you want to use your social security number, that is also acceptable (but a little scary.). If you use your rocket ID, be sure to include the R at the beginning of the number. Then click Submit again and you are IN. 😊

The opening page has the searchbox right in the middle. When searching, start narrow and then get broader if you do not find enough results. For Example, when researching *Ceremony* by Leslie Silko, you may want your first search to be “Silko, Ceremony.” If you don’t find enough articles, you may then want to just search “Silko.” Finally, you may have to search for “Native American Literature.” And so on and so forth.



Now—when you do your search, there are a few things you want to be sure to do. First, you should check the box that says “EBSCO Full Text Only” on the right side of the screen. This will ensure that your results will ONLY include articles that are available in their full form on this website. Otherwise, you will have a difficult time tracking down the articles. As you can see, you can all adjust the date range of your articles. Make sure to click “UPDATE RESULTS” after you have done this.



I did a search for “Silko” which yielded 93 results. I have chosen to view the 6<sup>th</sup> result. Here is what it looks like in the list:

6. [Leslie Marmon \*Silko's\* Ceremony: Witchery and Sacrifice of Self.](#)   
By: AVILA, MONICA. *Explicator*, Fall2008, Vol. 67 Issue 1, p53-55, 3p; (AN 35682069)  
Subjects: BOOKS -- Reviews; IDENTIFICATION (Psychology); FICTION; CEREMONY (Book); **SILKO**, Leslie, 1948-  
Database: Academic Search Complete  
[Add to folder](#) | [Cited References: \(6\)](#)  
 [PDF Full Text](#) (78KB)  
[Find It!](#)  [Find It!](#)

Click on the title of the article to get to the article’s page. On the page you will find a plethora of basic information about the article. You will also find the articles ABSTRACT which will be crucial to discovering if the article is useful to you or not without having to read the whole thing. This article is a book review; however, because it mentions “Witchery and Self Sacrifice” in the title, it may still be useful.

Thus, in order to view the whole article, Click on the icon that says “Full PDF Text.” (Note: some articles are only available in HTML. While this is rare, it IS possible. So if you don’t see the Full PDF text button, be sure to look for the “HTML Full Text” button.)



Now that you have the article, if you decide to use it, you will want to cite it. Click the “CITE” icon on the desktop. Here is what it looks like in the line up of icons near the top of the page:



Here is a blown up picture of the icon you will be selecting:



When you click "CITE," the screen will turn grey and a pop-up box will appear with a long list of different Citation possibilities. We use MLA format most commonly at UT, so locate the MLA heading and copy the citation:

**Citation Format** [X]

NOTE: Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

<a href="#">AMA</a> (American Medical Assoc.)	<b>Reference List</b> AVILA M. Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self. <i>Explicator</i> [serial online]. Fall2008 2008;67(1):53-55. Available from: Academic Search Complete, Ipswich, MA. Accessed April 15, 2010.
<a href="#">APA</a> (American Psychological Assoc.)	<b>References</b> AVILA, M. (2008). Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self. <i>Explicator</i> , 67(1), 53-55. Retrieved from Academic Search Complete database.
<a href="#">Chicago/Turabian: Author-Date</a>	<b>Reference List</b> AVILA, MONICA. 2008. "Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self." <i>Explicator</i> 67, no. 1: 53-55. <i>Academic Search Complete</i> , EBSCOhost (accessed April 15, 2010).
<a href="#">Chicago/Turabian: Humanities</a>	<b>Bibliography</b> AVILA, MONICA. "Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self." <i>Explicator</i> 67, no. 1 (Fall2008 2008): 53-55. <i>Academic Search Complete</i> , EBSCOhost (accessed April 15, 2010).
<a href="#">MLA</a> (Modern Language Assoc.)	<b>Works Cited</b> AVILA, MONICA. "Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self." <i>Explicator</i> 67.1 (2008): 53-55. <i>Academic Search Complete</i> . EBSCO. Web. 15 Apr. 2010.
<a href="#">Vancouver/ICMJE</a>	<b>References</b> AVILA M. Leslie Marmon Silko's Ceremony: Witchery and Sacrifice of Self. <i>Explicator</i> [serial on the Internet]. (2008, Fall2008), [cited April 15, 2010]; 67(1): 53-55. Available from: Academic Search Complete.

Now you have your article AND your proper citation.

I hope this helps you in your research.

## BONUS INFORMATION:

### Here are a few hot keys that will make your life EASIER:

Highlight the text you want to copy and then:

CTRL + C = Copy

CTRL + V = Paste

CTRL + Z = Undo last action

CTRL + Y = Redo last Action

(For a comprehensive list of Hot Keys just Google "Windows Hot Keys" and you will find out that there are MANY shortcuts. The more you use them, they become second nature and make your life a lot easier. IF you use a MAC, the keys are slightly different. Usually, instead of hitting CTRL, you just use the Apple Key.)