



ERC Quick Guide:

Searching Research Databases

www.csc.edu/library > Research Databases

USING KEYWORDS AND PHRASES

Start your search by using the words or phrases that you would want to see in your ideal article. The top ten words to avoid are: **the of to a an in for is on that** (the database will either ignore these words or become confused by them).

To narrow your search: combine more than one keyword or phrase with **AND** (example: *gun laws AND Ohio* will only bring back articles that mention gun laws and the state of Ohio).

To expand your search: combine more than one keyword or phrase with **OR** (example: *professional athletes AND (wages OR salaries)*) Note: using **OR** is especially helpful when there are multiple keywords with the same meaning, such as wages, salaries, payments, etc.

Searching: Academic Search Complete | Choose Databases »

Academic performance in Select a Field (optional) Search

and public schools in Select a Field (optional)

and in Select a Field (optional) Add Row

Enter your keywords here. Remember to use main words or short phrases. Avoid whole sentences.

Many databases allow you to choose the kinds of **publications** and **specific dates** or date spans to search.

LexisNexis® Academic

Search Sources

General News Legal Business People

Easy Search™

Search terms Academic performance and public schools

Search within

- Major U.S. and World Publications
- Major World Publications (non-English)
- News Wire Services
- TV and Radio Broadcast Transcripts
- Blogs

Specify date Previous 2 years May 16 2006 To May 1

YOUR RESULTS LIST

Below is a portion of the results list from our search on **academic performance AND public schools** in the Academic Search Complete database.

Subject Terms are the words or phrases that some databases use to classify and organize articles. They can be helpful if you are not sure what keywords to use for your search. Use subject terms as keyword suggestions for a new search, or select one from your results list to narrow your search. For example, if we click on **SUBSTANCE use** from the list below, the new search will be limited to articles that discuss *academic performance AND public schools AND substance use*.

Narrow results by Source Type by clicking on **Academic Journals, Magazines** or **Newspapers**.

To **view only Full Text articles**, check this box. Note that the **Scholarly Journals** box is also selected, so only **Peer Reviewed journals** appear in this results list.

The screenshot shows a search results interface. On the left, a 'Narrow Results by' sidebar has 'Source Types' expanded to show 'Academic Journals', 'Magazines', and 'Newspapers'. Below that, 'Subject' is expanded to show 'SUBSTANCE use' selected. The main results area shows 'All Results: 1-10 of 56' and 'Sort by: Date'. The first result is 'A Study of the Relationship between the Professional Qualifications of the Teachers and Academic Performance of Their Students at Secondary School Level.' by Khurshid, Khalid. It includes a 'PDF Full Text (297KB)' link and a 'Find It!' button. Below the title are three small thumbnail images. The second result is 'Teaching Organizational Skills in Middle School: Moving toward Independence.' On the right, a 'Limit your results' panel has 'EBSCO Full Text only' and 'Scholarly (Peer Reviewed) Journals' checked. A date filter is set from 1965 to 2008. An 'Update Results' button is at the bottom of the panel.

Click on **Find It!** if no Full Text links appear. It may link you to another database that carries the full text, or it may direct you to the document in print on Level 2 of the ERC.

Detailed **citation information** can be found by clicking on the article title. In many databases, clicking on the title will also produce the **abstract**, which is a paragraph summarizing the content of the article.

Questions? Ask a Librarian!

The Educational Resources Center (ERC) at Columbus State
Columbus Hall

Reference Desk: 614.287.2460 Circulation Desk: 614.287.2464

<http://www.csc.edu/library>