Using Nielsen Library:
Distance Education and Extended Studies Students

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I. OVERVIEW

Welcome to Nielsen Library at Adams State College. As an off-campus student, you have complete access to the 143,000 books and 20,000 journals in our collection.

Our staff is dedicated to assisting you with your research as a student at Adams State College. By sending out books, providing access to electronic databases, and offering online reference help, we guarantee that you will be able to find the resources that you need for your studies.

II. NIELSEN LIBRARY WEBSITE

a. Introduction

All library research at Adams State College begins with the Nielsen Library homepage. Therefore, let us begin with a tour of the Nielsen Library website: http://www.library.adams.edu. (Figure 1)

The top row and left column of the Nielsen Library homepage are general Adams State College menus. From these two menus, you can explore different resources offered by Adams State College.

Announcements concerning the library are listed in the center portion of the Nielsen Library website. Be sure to read these announcements so that you can be aware of any changes in library services.

In the right column of the Nielsen Library website is the main menu. (Figure 1) From this menu, you can visit pages that provide information about the library, obtain research help, and access library resources.
b. Extended Studies Library Website

To explore the main menu (Figure 1), let us begin from the bottom and work our way to the top. The bottom portion of this menu contains a link for *Distance Education* and *Extended Studies*. When you click on one of these links, you are taken to a page with library information just for you. (Figure 2)

**Distance Education Students & Extended Studies Students**

You are as vital and important to us as our on-campus students. Please contact us if we can help you in any way.

**Using the Nielsen Library**

Click [HERE](#) for detailed information.

**Obtain Usernames and Passwords**

You should be able to find all usernames and passwords for the library’s research databases by logging into your WebCT account.

If this does not work, you may also request usernames and passwords to access the library databases by clicking [HERE](#). We will only process requests that are for @adams.edu e-mail addresses. You may also call the reference desk at 719-587-7879.

**Obtain Library Materials**

- [Article Request Form](#)
- [Book Request Form](#)
- [Click here for instructions](#)

**Contact Us**

**General Information**
- Mary Walsh: [asclib@adams.edu](mailto:asclib@adams.edu) (719) 587-7174.
- Brooke Phillips Andrade: [brooke_phillips@adams.edu](mailto:brooke_phillips@adams.edu) (719) 587-7126.

**Schedule a Librarian’s Visit to Off-Campus Site**
- Brooke Phillips Andrade: [brooke_phillips@adams.edu](mailto:brooke_phillips@adams.edu) (719) 587-7126.

**Technical Help**
- Glenda Geu: [asclib3@adams.edu](mailto:asclib3@adams.edu) (719) 587-7581.
- If you are experiencing difficulties with WebCT, click [HERE](#).
Librarian contact information is provided at the top. Please feel free to call or email Mary Walsh or Brooke Andrade with questions or concerns. Also, the Article Request Form and Book Request Form for Extended Studies and Distance Education students are located on this page under the heading Obtain Library Materials.

c. Library Information

Just above the link for Extended Studies is an entire section devoted to information about Nielsen Library. Clicking on Library Services provides you with a sub-menu containing links for services such as the Colorado Library Card, ILL, and Reference.

The link for Library Information also brings up a sub-menu; this sub-menu contains links for information about the Collection, Policies, and Staff. The Staff page contains the contact information for everyone who works in the library.

d. Research Help

The next section up on the main menu contains links that can help you with your library research. The link for Reference Services takes you to a page that explains the various ways in which you can obtain research help from a librarian. As an Extended Studies student, you can obtain reference assistance three ways:

1. **Email:** You can email a reference question to a librarian at Nielsen Library. Simply click the link *E-mail your question to the ASC reference librarians* on the Reference Services page. This link will bring you to a form that asks for your name, contact information, and reference question. A Nielsen Library Reference Librarian will get back to you as soon as possible. The email reference account is checked Monday through Friday during regular business hours.

2. **Telephone:** You can call the reference desk at 719-587-7879 to speak to a Nielsen Library Reference Librarian. A Reference Librarian is on duty during the business week and sometimes on weekends. If a Reference Librarian is not available, please feel free to leave a message and someone will return your call as soon as possible.

3. **Virtual Reference:** Also linked from the Reference Services page is a virtual reference program called Ask Colorado. By clicking the Ask Colorado link (Figure 3) you will be taken to a chat room where you can instant message with a Colorado Reference Librarian. This service is available 24 hours a day seven days a week.

![Ask Colorado](image)

*Figure 3*

**It is important to identify yourself as an Adams State College student when using AskColorado so that the librarians can help you find articles and books at our library!**
e. Library Research Tools

The top section of the main menu is dedicated to actual research. The first link, *Marmot: Book Catalog*, takes you to the library catalog to search for books in our library.

When you click the second link, *Articles*, you have various options for searching article databases. Both the ASC Catalog: Marmot and Articles will be discussed in greater detail later in this guide.

### III. BORROWING BOOKS FROM NIELSEN LIBRARY

#### a. Introduction

As an off-campus student, you are able to borrow books that Nielsen Library owns. Obtaining books from Nielsen Library is a three step process. First, you obtain a library card. Then, you find books by searching the Nielsen Library book catalog, Marmot. Finally, you request books using the Book Request Form on the Distance Education or Extended Studies pages of the Nielsen Library website.

#### b. Obtaining a Library Card

Obtaining a library card from Nielsen Library is easy. Simply go to the Extended Studies or Distance Education page on the library website and fill out the form under the heading *Obtaining a Library Card*. If you have any questions about the process, please call the Reference Librarian at (719) 587-7126.

#### c. ASC Catalog: Marmot Basics

From the main menu on the Nielsen Library homepage, click *Marmot: Book Catalog*. You will then be redirected to Marmot.

When you first enter Marmot, a screen with several options appears. (Figure 4) The list under the *Search By...* heading contains all of the different types of searches available.
Use *Title* search when you know the title of a resource. (Figure 5) Type the title into the search box and then click the *Submit* button.

![Title Search](image)

Use *Author* search when you know the name of the author or editor. (Figure 6) Type the name of the author in the search box and then click the *Submit* button. The names of authors and editors are inverted in the library catalog. This means that you should construct your author search by typing the *last name, first name* of the author. Example: If you want to find a book by John Irving, type *Irving, John* into the search box.

![Author Search](image)

d. **Keyword Search**

Often, you will want to find books on a particular subject but do not know specific authors or titles. Use the *Keyword* search when you are trying to find resources on a certain topic. (Figure 7) For example, if you want to research the topic *curriculum planning in elementary schools*, use a keyword search.

To understand how a keyword search works, you should know how an online catalog stores information. Every resource in Nielsen Library has a *record* in Marmot. The record contains *fields* for the author, title, publication information, subject headings, and content notes for a particular resource. The keyword search looks in all of the fields of every record in the catalog.

To begin a keyword search, type your search term(s) into the boxes provided on the *Advanced Keyword Search* page. Put one keyword in each box.
Notice the drop-down menus with the word *And* in them. These menus contain your Boolean operators. Use Boolean operators (and, or, not) in order to connect your search term(s).

**Advanced Keyword Search**

Please fill in the boxes, select limits, and click Submit (or choose a [Simple Keyword Search](#)).

- **Any Field**: curriculum
- **Any Field**: plan**
- **Any Field**: elementary
- **Limit to**: Adams State College
- **Location**: Adams State College (not gov docs)
- **Language**: ANY
- **Year: After**: 1970 and Before
- **Publisher**:
- **Search and Sort**: Date

![Figure 7](#)

Connecting your terms with *and* allows you to look for records that contain all of your search terms. For example, the search *naturalism and literature* finds records that contain both of those words.

Connecting your terms with *or* allows you to look for records that contain at least one of the search terms. For example, the search *automobile or car* finds records with one or both of those words.

Connecting your terms with *not* allows you to look for records that do not contain a search term. For example, the search *automobile not SUV* finds records with the word automobile but without the term SUV.

You can also use a double *asterisk* ** as a truncation device in Marmot. By using a truncation device, you can search for a portion of a word. For example, if you want to search for the words *plans* and *planning*, you can simply type *plan***. Then, the catalog looks for all words that begin with the letters *plan*.

The *Advanced Keyword Search* allows you to limit your results by several criteria.

The location menu is the most helpful limiter. You can choose to search different areas of Nielsen Library or other libraries around the state. The following list defines the various areas:

- **Any**: All of the collections in Nielsen Library are searched.
- **Adams State College (not gov docs)**: All of the collections in Nielsen Library except for Government Documents are searched. This location is a good choice if you only want books or electronic resources on your topic.
- **ASC Children’s**: Only the Children’s collection at Nielsen Library is searched.
- **ASC Government Documents**: Only the Government Documents collection at Nielsen Library is searched.
• **ASC Reference**: Only the Reference collection at Nielsen Library is searched. Reference books are resources that cannot be checked out. Typically, reference books are resources like encyclopedias, dictionaries, handbooks, and bibliographies.

• **ASC Video**: Only the Audiovisual materials in Nielsen Library are searched. The Audiovisual collection at Nielsen Library is very small, so do not be surprised if you get no results from this search.

The *Language* limiter lets you search for materials in specific languages. For example, you could choose *Spanish* and only find materials written in that language.

The *Publisher* limiter allows you to search for certain publishers.

The *Year* limiter lets you search for material published in a certain date range. This limiter can be especially useful when you only want current material.

You can also decide how you want your results to be listed with the *Sort* option. You can have your results automatically sorted by *Date*, alphabetically by *Title*, or by *Relevance*.

**e. Search Results**

Once you perform a search by clicking the *Submit* button, your results are returned. (Figure 8)

If you do not get any results, the words *NO ENTRIES FOUND* appear above the search screen. If this happens, try using different words in your search. Also, make sure that you are spelling everything correctly. If you feel frustrated, please email or call the Reference Librarian at (719) 587-7879.

If you do get results for your search, they will appear in a list. The top portion of your screen shows the type of search performed, the words used in the search, and the location that was searched.

![Search Results](image-url)
In the bright blue bar above the results are the number of results on the current page and the total number of results your search retrieved. For example, if your list has 20 results, you will see the phrase (1-12 of 20).

The citations for the resources that your search retrieved are in a grid. Underlined in blue is the title of the resource, followed by its author and publication information. An icon alerts to whether or not the resource is a book or a film. The year of publication is directly above the icon.

f. Resource Records

To find more information on a particular resource, click on its title. After clicking on a title, you see a screen that shows the author(s), full title, publication information, location, and subject headings. This screen is the resource’s record. (Figure 9)

<table>
<thead>
<tr>
<th>Author</th>
<th>Queen, J. Allen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The block scheduling handbook / J. Allen Queen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CALL #</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC Oversize</td>
<td>LA500522 .Q5 2003</td>
<td>ON SHELF</td>
</tr>
</tbody>
</table>

| Description | xiii, 251 p. : ill. ; 29 cm. |
| Bibliography | Includes bibliographical references (p. 231-241) and index. |
| Contents | High schools on the block -- Benefits and cautions -- Developmental aspects of growth and behavior -- Building the block culture in the school -- Selecting the best fit -- Block scheduling in the middle school -- The elementary school on the block -- Aligning standards and course content -- Samples of curriculum alignment and pacing -- Effective instructional strategies for block scheduling -- Teacher-directed instruction -- Discovery and inquiry -- Simulations and role play -- Cooperative learning -- Synergy -- Socratic seminar -- Instructional assessment -- Program evaluation and student assessment -- A guide to traditional and authentic assessment. |
| Subject | Block scheduling (Education) Curriculum planning. |
| ISBN | 0781945253 (c) 0781945261 (p) |

Figure 9

At the top of the record, the author, title, and publisher of the resource are listed.

The Location of the book or resource is important because it determines whether or not a book circulates, or can be checked out. Materials that circulate are in the following locations:
- ASC Nielsen Library
- ASC Children’s
- ASC Government
- ASC Oversize
- ASC Video

The Status column tells you whether or not your book is available. The following list defines each status:
- On Shelf: The resource is available to for check-out. It is a circulating resource.
- Due ###-###-##: The resource is currently checked out by another patron. It is due back on the day listed.
- Due ###-###-## Billed: The resource is overdue. The library has billed the patron for late fees.
The Contents field lists the chapters of the book. It is important to read this field because it can help you determine whether or not you want to request the book.

Toward the bottom of the record, there is a field labeled Subject. The phrases listed in this field are usually Library of Congress Subject Headings. These subject headings are used to describe the resource.

g. Requesting Books

Once you have found books that meet your research needs, you need to fill out a Book Request Form so that they can be sent to you. This form can be found on the Distance Education and Extended Studies pages (previously discussed in section II B of this guide) on the Nielsen Library website.

Under the Obtain Library Materials section of the Extended Studies page (Figure 2), click on Book Request Form. This link takes you to a page where you fill out information about the book and yourself. The form then goes to the Distance Education librarian. She processes your request, and, if the book is available, checks it out to your account.

The book is mailed to you as soon as possible. It is sent through the U.S. Postal Service and usually takes approximately one week for a book to arrive. There is no guarantee that your book will arrive in a week. The book is checked out to you for three weeks. The due date of the book is stamped inside the book. An address label for Nielsen Library is included with the book.

Materials must be back in the library by the due date. If you return a book late, you are charged a fine and a hold is placed on your account. You can renew Nielsen Library books three times. With each renewal, you receive three more weeks of use. You can renew books electronically by going into Marmot: Book Catalog. Once in Marmot, click the link Online Renewals under the heading called My Library. You need to know your library card number in order to renew a book. To learn more about book lending at Nielsen Library, choose Library Services and then Circulation on the Nielsen Library website’s main menu.

When you are through using the book, send it back to Nielsen Library. You have to pay for the postage when you return a book. Use the address label included with the book to send it back to Nielsen Library.

🌟 You can request any book EXCEPT for textbooks required for your courses!

IV. Using Your Local Library to Borrow Books

a. Introduction

Sometimes you will not be able to obtain the books that you need from Nielsen Library. This can happen when Nielsen Library does not own a particular book, or you do not have enough time to request and use a book.
Remember to utilize your local public and college libraries if you need a book that Nielsen Library does not own. Your public library can even request materials that it does not own through its interlibrary loan service. Nielsen Library cannot perform interlibrary loan requests on books for you.

**b. Colorado Library Card**

Nielsen Library is a member of the Colorado Library Card (CLC) program. (Figure 10) The CLC program allows patrons from one Colorado library to check out materials from another Colorado library. For example, ASC patrons can check out materials from Durango Public Library, Denver Public Library, and Colorado State University. Almost all of Colorado's public libraries and public school libraries participate. About two-thirds of Colorado's college libraries are participants. Also, some medical, legal, and specialty libraries participate.

You can take your Nielsen Library card to another participating library in the state. You will be able to check out materials from that library. To return materials, you may return them to any participating library, including to Nielsen Library.

V. SEARCHING FOR JOURNAL ARTICLES IN EBSCOHOST DATABASES

**a. Introduction**

Many of your instructors will want you to use newspaper, magazine, and scholarly journal articles in your papers. In order to find these articles, you need to use article databases.

In order to learn how to search a database, let us briefly review how one works. An article database collects records for articles in certain magazines, newspapers, and scholarly journals. This process is called indexing. The records contain information about the article, such as the author, title, source, publication information, subject headings (words or phrases that describe the article), and an abstract or summary of the article. When you perform a keyword search in an article database, you are searching article records.

Many of the databases to which Nielsen Library has access are available through a provider called EBSCOhost. All EBSCOhost databases work the same way; once you learn how to search one you know how to search them all. The following databases are available via EBSCOhost:

- Academic Search Complete
- Business Source Premier
- CINAHL
b. Accessing and Choosing EBSCOhost Databases

All of our article databases can be accessed from the Articles link on the Nielsen Library website. Once you choose this link, you are taken to a page that allows you to access databases in various ways. (Figure 11)

You will use certain databases depending on what you are studying. The best way to choose databases appropriate for your research is to find your academic discipline under the heading Databases by Subject.

Once you have chosen your subject, you will be taken to a page that lists the various databases that you should use. You will notice that the database Academic Search Complete is listed as a resource for every subject. This is because it is a multi-
disciplinary database, meaning that it indexes journals in every subject imaginable. For this reason, it is always a great place to begin your research.

As an off-campus student, you will have to enter a username and password to log into the database that you have selected. (Figure 12) This username and password is generated by the library every August and January. To receive the username and password, please go to http://www2.adams.edu/library/password.php and fill out the Password Request form or call the Reference Desk at 719-587-7879.

At this point, you should enter the database. If you have any trouble at all accessing the database, please call the Reference Librarian at (719) 587-7879.

c. Performing a Keyword Search

You are now in the EBSCOhost database that you selected. The first screen that appears is called *Advanced Search*. (Figure 13)
In the top half of the screen, there are three boxes on the left and a drop down menu with the words Select a Field (optional) on the right. These empty boxes are where you enter your search terms. The boxes are connected with two drop down menus that contain the word and.

The drop down menus with the word and in them are where you select your Boolean operators (and, or, not). Remember that Boolean operators connect your search terms and help narrow your search.

d. Limiting Your Results

EBSCOhost databases have several features that can help you further limit your results. In the middle of the Advanced Search page, you will see a light green bar labeled Limit your results.

Checking the box Scholarly (Peer Reviewed) allows you to search for only scholarly articles. It is a good idea to check this box when you perform a search, because your professors probably expect for you to use peer reviewed resources.

You can also focus your search on a range of dates by choosing a Published Date.

e. Retrieving Your Results

Once you have entered keywords into the search boxes, click the Search button to retrieve your results. (Figure 14) Articles that match the criteria that you defined are returned.

You should always get results in the databases if you choose appropriate keywords and you spell everything correctly. If you get too few results, check your spelling and cut out a keyword or two.

Often, you will have a problem with getting too many results. In Figure 14, notice the search for peer reviewed articles that discuss countertransference retrieved 996 results – far too many. An easy way to get fewer, more focused articles is to choose a Subject: Thesaurus Term from the menu to the left of the results. Find a subject term that fits your topic and click on it. For the example in Figure 14, COUNTERTRANSFERENCE (Psychology) looks like an appropriate term. You will now receive only results that contain that particular subject term.
As you can see in Figure 15, click on the subject term COUNTERTRANSFERENCE cut the result list from 996 to 452. You could click an additional subject term, such as PSYCHOANALYSIS or PSYCHOTHERAPIST & patient, if it fits your particular topic.

These articles are represented by citations. (Figure 16)

You can learn more about an article by clicking on the hyperlinked title. When you click on the title, you access the article's record. (Figure 17) The record states the...
author(s), article title, journal title, publication date, volume number, and issue number. It also provides an abstract, or summary of the article.

**Title:** Child booster seats and fatal seat belt injury.

**Authors:**

Bryant, C.W.1,2 byant.jrpgt@wau.gov.ar

Resnick, I.2

**Sources:**


**Document Type:** Article

**Subject Terms:**

*AUTOMOBILES - Seat belts
*AUTOMOBILES - Seats
*CHILDREN
*HEART failure
*TRAFFIC accidents

**Author-Supplied Keywords:**

childhood trauma

seat belt

booster seat

**NAICS Industry Codes:**

336111 Automobile Manufacturing

**Abstract:** A 7-year-old boy traveling in the rear seat of a sedan car was wearing a lap-shoulder seat belt and sitting on a booster seat. Following a collision the boy sustained fatal trauma to the anterior aspect of his neck, cardiac arrest and subsequent death from hypoxic-ischemic encephalopathy. This case demonstrates a potential problem with unsecured booster seats. Movement of a seat in a collision may cause a child to slip under a seat belt and sustain significant neck injuries. Seat belts for children must be correctly fitted, booster seats or capsules must be securely fastened and manufacturer's recommendations for size and weight limits should be followed. Unfortunately, older booster seats may not have attached instructions for installation and use, may not fit later models, may not conform to current safety recommendations and may have worn webbing. For these reasons their use should be discouraged. (ABSTRACT FROM AUTHOR)

**Figure 17**
f. Finding the Full-Text

Once you have found a citation for an article that seems useful to your research, you need to locate the full-text of the article.

Some citations have PDF Full Text and/or HTML Full Text links below them. If one or both of these links are present, you do not need to worry about searching for the article. Simply click on the link(s) to view the full text of the article on the screen. Choose PDF if you want to see the article as it appeared in the journal, with pictures and diagrams. However, be aware that printing a PDF takes much longer than printing an HTML document. Choosing the HTML option allows you to read and print the text of the article without the pictures or diagrams.

Other citations have the phrases Click Here for ILL Request or This title is held locally below them. If either of these phrases is present, you need to submit an Article Request. The Article Request form can be found on the Extended Studies page (previously discussed in section II B of this guide) on the Nielsen Library website.

Under the Obtain Library Materials section of the Extended Studies page (Figure 2), click on Article Request Form. This link takes you to a page where you fill out information about the book and yourself. The form then goes to the Distance Education Librarian. She first looks to see if the article is available in print at Nielsen Library. If it is unavailable at Nielsen Library, she makes an Interlibrary Loan request for it. Interlibrary loan is a service that allows ASC students and faculty to obtain materials from other libraries.

If the Distance Education Librarian obtains the article, it will be mailed to you as soon as possible. Articles do not have to be mailed back to Nielsen Library; you can keep them indefinitely.

If the Distance Education Librarian cannot find the article, she will contact you.

VI. SEARCHING FOR NEWSPAPER ARTICLES IN LEXISNEXIS

a. Introduction

LexisNexis is a database that contains over 4000 full-text publications, including newspapers from across the country. Out of all of the Nielsen Library databases, LexisNexis is the best place to search for newspaper articles and information on current events. LexisNexis is also convenient because the vast majority of the articles are full-text.

This guide will help you understand the process of searching the database LexisNexis. Accessing the database, searching for articles, and viewing your results are topics covered in this guide.

b. Accessing LexisNexis News Search

2) Click on Login in the top right menu.
3) Login to the portal with your Adams State College username and password.
4) A black icon for LexisNexis will appear in the right menu. Click on the LexisNexis icon to enter the database.

c. Quick News Search

When you first enter LexisNexis, you are taken to the General Search page. (Figure 15) From this page, you can perform a newspaper search, court case search, and a company profile search.

Although this page looks convenient, it is much better to start your news search on the News Search page. The News Search performs a more thorough search and provides you with more options. To access the Guided News Search, click on the red News tab in the top menu.

d. News Search

The News Search allows you to limit your search with several options. (Figure 16) It is organized so that you follow a set of steps to formulate and limit your search.
Figure 16

Notice that there are three boxes in which you enter your keywords and phrases. They are set up to search Anywhere in the document, meaning that the full-text of each newspaper or magazine will be searched. Since LexisNexis is 99% full-text, this implies that hundreds of thousands of articles will be searched.

Figure 17

You can narrow this a bit by using the drop-down menu to select which section of each article you want searched. A good search is the In Headline, Lead Paragraphs & Indexing option. (Figure 17) This means that the headline (title), lead paragraph (opening paragraph that summarizes the news story), and indexing (subject terms) will be searched.
In LexisNexis, it is important to select which Sources you wish to search. The drop-down menu beside the word Sources has a variety of news categories and individual publications.

- **U.S. Newspapers and Wires**: This category allows you to search all of the major papers, like The New York Times, and important magazines, like Newsweek.
- **World News**: By selecting this category, you can go on to choose to search newspapers from different regions of the world.
- **Transcripts**: This category allows you to search the transcripts of news shows on television stations such as ABC, CBS, and NBC and radio broadcasts from NPR.
- **Non-English Language News**: This category allows you to search publications in Dutch, French, German, Italian, Portuguese, or Spanish.
- **Business News**: This category allows you to limit your search to business related publications in the areas of business, finance, and industry.
- **University News**: This category allows you to search college newspapers from around the country.
- **Healthcare News**: This category allows you to search a number of consumer health titles.

From the Sources menu, you can also choose to search individual major publications such as The New York Times, The Denver Post, and The Chronicle of Higher Education.

Finally, notice that the default date range is three months. This date range might work for your topic, but you can also choose to lengthen or shorten it based on your topic. If you are certain that a particular news story was published at a particular time, you can choose to search an individual day by selecting Date is... or date range by choosing Date is between...

### i. Viewing Full-Text Articles

Once you have chosen all of your search options, you are ready to submit your search. Click on the red button labeled *Search* in order to retrieve your search results.

![Image](image.png)

**Figure 19**

There are three possibilities for results:

1. You receive a list of citations that match your search criteria. (Figure 19) The citations contain the title of the article, source, publication date, and page number. The title, which is blue, is hyperlinked. Click on the linked title in order
to view the full-text of the article. You can sort your results by Relevance or Publication Date via the menu above the list.

2. You receive a message that says More than 3000 Results: This search has been interrupted because it will return more than 3,000 results... (Figure 20) This message means that you probably need to narrow down your search in order to retrieve fewer results. Try adding keywords, limiting to certain publications, or narrowing your date range. You can add keywords and revise your search by clicking the blue button labeled Edit Search. If you want to see all of the results without revising your search, click on the red button labeled Retrieve Results.

3. You receive a message that says No Documents Found search. This message means that you either performed your search incorrectly, or there are no articles on your topic. Check your search. Make sure that all search terms are spelled correctly. Also, be sure that you have limited to an appropriate date range.