

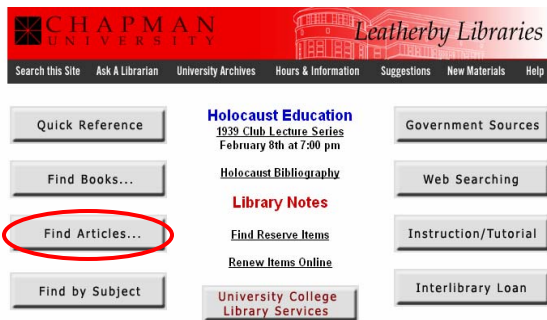
Academic OneFile Tutorial

Database Description

Academic OneFile provides articles from academic journals, magazines, newspapers, and reference sources, as well as audio files from National Public Radio and other news programs. Coverage is multidisciplinary, including the physical sciences, technology, medicine, social sciences, arts, theology, literature, and other subjects. Millions of articles are available in both PDF and HTML formats. The database is updated daily.

Date coverage: 1980 – current; full-text coverage varies by title

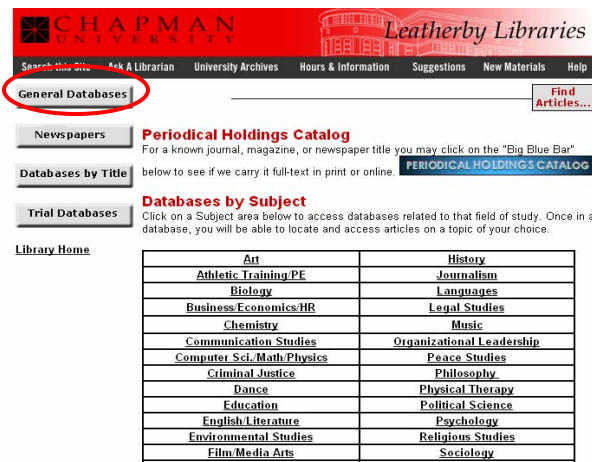
I. How to Access



Above: Leatherby Libraries Home Page

To access Academic OneFile:

1. Go to the Leatherby Libraries home page located at <http://www.chapman.edu/library> (see image to the left)
2. Click on **Find Articles**.



Above: Find Articles Page

From the **Find Articles** page, click **General Databases** (see image to the left). Then select Academic OneFile from the list.

II. Searching in Academic OneFile

A. Keyword Searching

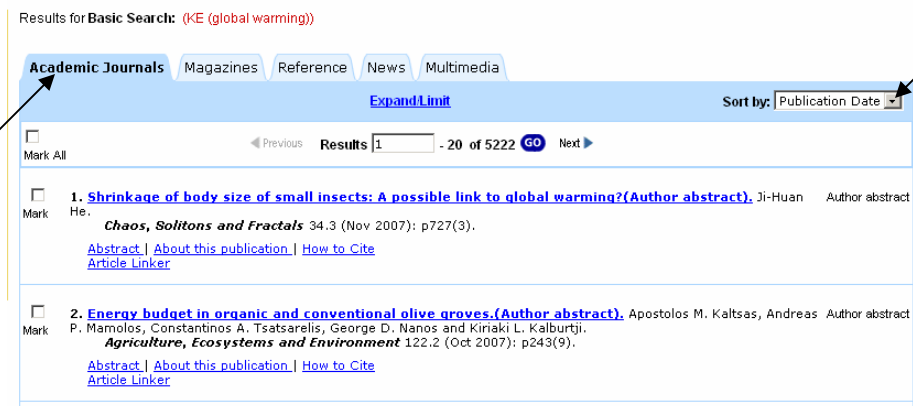


Above: Basic Search Screen

The database opens to the Basic Search screen. The default is also for a keyword search.

The screen to the left shows a keyword search for “global warming.” A keyword search looks for the search term(s) in the title, author, abstract, subject, and html text fields. Simply click **Search** to retrieve results.

B. Results List



Above: Detail of Results List

The results are automatically sorted by publication date. If desired, you may sort by relevance by making the change with this drop-down menu.

The results are also divided into tabs that represent different categories of publications (academic journals, magazines, news, etc.). The academic journals tab is the default.

C. Locating the Full-text of Articles



Above: Detail of Results List

To the left are citations for 3 of the many articles retrieved from the “global warming” keyword search. The full-text for articles #25 and #26 is easily accessible by clicking on the “Full-text” link.

When you do not see a link for the full-text, look for the “Article Linker” link, as in #27. Clicking on “Article Linker” will open a pop-up window (see next image below).

Locating the Full-text of Articles – continued

Search criteria: [Refine or alter criteria](#)

Article: How the right was knocked off balance and how it can recover.(political right wing)(Author abstract)

Journal: The Washington quarterly

ISSN: 0163-660X **Date:** 06/22/2007

Volume: 30 **Issue:** 3 **Page:** 5

Content is available via the following links

Coverage Range	Links to content	Resource
01/01/1982 - present	Article Journal	LexisNexis Academic
Winter 2000 - present	Article Journal	Project MUSE - Standard Collection (2006)

Search for full-text journals at Chapman University:

Title begins with

Above: Detail of pop-up window after clicking on Article Linker

To the left is an example of a pop-up window that appears after clicking on Article Linker in the database.

In this example, we can see the citation information pulled from Academic OneFile directly under the heading Search Criteria.

We can also see that this article is available in two online databases (LexisNexis Academic and Project MUSE). Clicking on either of the links for Article will open up the article in the other database.

Search criteria: [Refine or alter criteria](#)

Article: Time to talk.

Journal: Science (Washington, D.C.)

ISSN: 0036-8075 **Date:** 10/20/2006

Volume: 314 **Issue:** 5798 **Page:** 387

Content is available via the following links

Coverage Range	Links to content	Resource
	Journal	Chapman University Print Holdings

Search for full-text journals at Chapman University:

Title begins with

Above: Detail of pop-up window after clicking on Article Linker

This second example shows that the full-text of the article is not available in an online database, but it is available in print in the library. Clicking on Journal will provide information on the physical location of the journal.

Search criteria: [Refine or alter criteria](#)

Article: Global warming.

Journal: Georgetown international environmental law review

ISSN: 1042-1858 **Date:** 06/22/1995

Volume: 7 **Issue:** 3 **Page:** 847

Sorry, no holdings were found for this journal.

Search for full-text journals at Chapman University:

Title begins with

Above: Detail of pop-up window after clicking on Article Linker

The third example to the left shows that Chapman University does not have the article available online or in print.

If Chapman University does not have an article or book that you need, you can still obtain the resource through Interlibrary Loan. Click on Interlibrary Loan from the Library Home Page for more information.

D. Limiting a Search

Basic Search

Find:

Search for words in: Subject Keyword Entire document

Limit the results:

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s): i.e., 2005 or 01/01/1990-12/31/2005

by publication title: [Browse Publication Title](#)

by publication subject: [Browse Publication Subject](#)

Above: Detail of Basic Search Screen with Limiters

Before clicking on Search to retrieve articles, it may be helpful to refine or limit. From the Basic Search Screen, clicking on the link for "Limit the results" will expand your search options.

Checking the box to limit "to peer-reviewed publications" will remove any popular magazines, newspapers, and other non-scholarly content from your results. Articles in a peer-reviewed journal undergo a critical review process by selected experts in the field before being accepted for publication.

E. Subject Searching

Keyword searching will retrieve results that contain your search terms, although the results may not be *about* your search terms. A **subject** search retrieves results *that are about your topic*. Subject searching is more precise than keyword searching. You will often retrieve fewer results that are more on target.

Basic Search

Find:

Search for words in: Subject Keyword Entire document

Limit the results:

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s): i.e., 2005 or 01/01/1990-12/31/2005

by publication title: [Browse Publication Title](#)

by publication subject: [Browse Publication Subject](#)

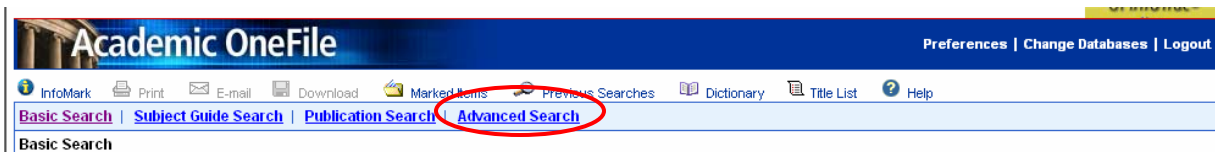
To perform a subject search from the Basic Search screen, simply change the default from keyword to subject.

The search to the left is a subject search for global warming with a limitation to only peer-reviewed publications.

Above: Subject Search from the Basic Search Screen with Limitation to Peer-Reviewed Publications

F. Advanced Search Screen

The Advanced Search screen provides more options for precise searching than the Basic Search screen. To access the Advanced Search screen, simply click the Advanced Search link in the database (see below).



Advanced Search

Select index(es) and enter search term(s)

Keyword(ke)

And

And

Limit the results:

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s): i.e., 2005 or 01/01/1990-12/31/2005

by publication title: [Browse Publication Title](#)

by publication subject: [Browse Publication Subject](#)

The Advanced Search screen provides drop-down menus for each search box. This helps you perform more precise searching.

Above: Detail of Drop-down Menu Options in the Advanced Search Screen

Advanced Search Screen – continued

Advanced Search
 Select index(es) and enter search term(s)

Subject(su) [global warming] [Browse Subject\(su\)](#)

And Keyword(ke) [Gore]

And Keyword(ke) []

[Add a Row](#) **Search**

Limit the results:

to documents with full text

to peer-reviewed publications

to document with images

by publication date(s) : [] i.e., 2005 or 01/01/1990-12/31/2005

by publication title: [] [Browse Publication Title](#)

by publication subject: [] [Browse Publication Subject](#)

To the left is an example of how the Advanced Search screen can be utilized to perform precision searching.

Global warming has been entered as a subject in the first search box. Gore has been entered as a keyword in the second search box. The terms are combined with “and” to ensure the results will include both global warming and Gore.

The search has also been limited to only peer-reviewed publications.

Above: Detail of Advanced Search Screen

III. Printing, Saving, E-mailing, and Working with Marked Lists

[E-mail](#) [Download](#) [Marked Items](#) [Previous Searches](#) [Dictionary](#) [Title List](#) [Help](#)
[e Search](#) | [Publication Search](#) | [Advanced Search](#)

Results for **Basic Search:** (KE (global warming))

Academic Journals | Magazines | Reference | News | Multimedia

[Expand/Limit](#)

Mark All Previous Results 21 - 40 of 5230 GO Next

Mark 21. [Diffusion of energy efficient technologies and CO₂ sub.2 emission reductions in iron and \(Author abstract\).](#) Junichiro Oda, Keigo Akimoto, Fuminori Sano and Toshimasa Tomoda. *Energy Economics* 29.4 (July 2007): p868(21).
[Abstract](#) | [About this publication](#) | [How to Cite](#) | [Article Linker](#)

Mark 22. [Externalities of Fugitive Dust.\(Author abstract\).](#) Abdel-Mohsen Onsy Mohamed and Kareem Bassouni. *Environmental Monitoring and Assessment* 130.1-3 (July 2007): p83(16).
[Abstract](#) | [About this publication](#) | [How to Cite](#) | [Article Linker](#)

Mark 23. [Long-term interactions between Mediterranean climate, vegetation and fire regime at Massaciuccoli \(Tuscany, Italy\).\(Author abstract\).](#) Daniele Colombaroli, Aldo Marchetto and Willy The Journal of Ecology 95.4 (July 2007): p755(16).
[Abstract](#) | [About this publication](#) | [How to Cite](#) | [Article Linker](#)

After performing a search, you may want to save, print, or e-mail certain citations to refer to later. One way to do this is to create a **marked list**.

To add citations to a marked list, simply click the boxes next to the citations you want. In the example to the left, citations #21 & #23 have been marked.

To retrieve your marked list, simply click on Marked Items near the top of the page. Once you retrieve your marked list, you will have options to print, e-mail, or download to save (see below).

Above: Detail of Results List with Marked Records

[InfoMark](#) [Print](#) [E-mail](#) [Download](#) [Marked Items](#) [Previous Searches](#) [Dictionary](#) [Title List](#)
[Basic Search](#) | [Subject Guide Search](#) | [Publication Search](#) | [Advanced Search](#)

Marked Documents (3) [View [Academic Journals](#)]

[How to Cite Marked Items](#) [Remove All](#)

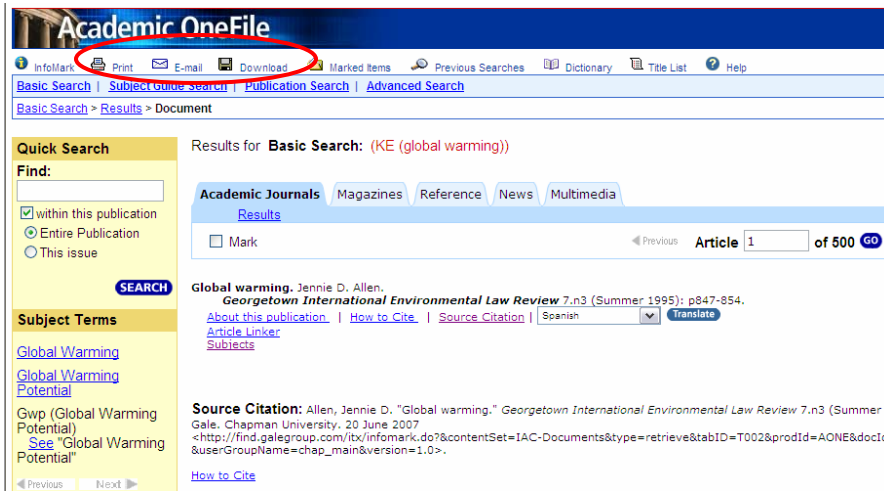
Academic Journals (3 saved item(s)) [Download](#)

To print or e-mail your marked list, simply click the option you want above.

To download to save your list, use the download link.

Above: Detail of the Top of a Marked List

Printing, Saving, E-mailing, and Working with Marked Lists - continued



The screenshot shows the Academic OneFile interface. At the top, there is a navigation bar with icons for InfoMark, Print, E-mail, Download, Marked Items, Previous Searches, Dictionary, Title List, and Help. Below this is a search bar with options for Basic Search, Subject Guide Search, Publication Search, and Advanced Search. The main content area displays search results for 'Basic Search: (KE (global warming))'. On the left, there is a 'Quick Search' section with a 'Find:' input field and radio buttons for 'within this publication', 'Entire Publication', and 'This issue'. Below this is a 'Subject Terms' section with links for 'Global Warming', 'Global Warming Potential', and 'Gwp (Global Warming Potential)'. The main results area shows a citation for 'Global warming, Jennie D. Allen. Georgetown International Environmental Law Review 7.n3 (Summer 1995): p847-854.' with options for 'About this publication', 'How to Cite', 'Source Citation', and 'Translate'. At the bottom of the citation, there is a 'Source Citation' section with a URL and a 'How to Cite' link. The top of the page features icons for Print, E-mail, and Download, which are circled in red.

Above: A Record for a Single Citation with Options to print, e-mail, or download.

A marked list is helpful if you are working with larger numbers of citations. You can also print, e-mail, or save individual citations without adding them to a marked list.

To the left is an example of a single citation. From here, options to print, e-mail, or download (save) appear at the top of the page.

IV. Using the Database Help Feature



The screenshot shows the Academic OneFile search interface. At the top, there is a navigation bar with icons for InfoMark, Print, E-mail, Download, Marked Items, Previous Searches, Dictionary, Title List, and Help. Below this is a search bar with options for Basic Search, Subject Guide Search, Publication Search, and Advanced Search. The main content area displays a search form with a 'Find:' input field and a 'Search' button. Below the input field, there are radio buttons for 'Subject', 'Keyword', and 'Entire document'. At the bottom of the search form, there is a 'More search options' link and the text 'Powered by InfoTrac®'. The 'Help' icon in the top navigation bar is circled in red.

Simply click on **Help** within the database for further instruction. Topics that may be of interest within the Help area include

- **Performing a Subject Guide Search**
- **Performing a Publication Search**
- **General Search Tips**

This concludes the Academic OneFile tutorial.

For additional assistance please visit or call the Reference Desk at (714) 532-7714.

For an individual research conference, please fill out the form available at:
<http://www.chapman.edu/library/instruction/ircform.html>