The Library

Finding academic information:

Education

Database User Guide
Your guide to finding academic information for Education

This workbook is designed to introduce you to electronic academic databases relevant to education.

Online databases contain large amounts of current academic information. They are ideal for researching a topic. The information included is primarily journal articles, but also newspaper articles, theses, conference papers etc. Searching for information is easier using online databases than using printed material.

You should use academic databases rather than search engines such as Google because the material you will find is guaranteed to be reliable and of acceptable academic standard. The databases contain many peer-reviewed journals; this is the top quality academic information, that you should be using for assignments rather than information from websites found via Google.

Which are the most useful databases for your subject?

There are a number of databases listed on the subject guides for Education http://libguides.bolton.ac.uk/education
Some are more important than others.

British Education Index
This collection covers aspects of educational policy and administration, evaluation and assessment, technology and special educational needs. The British Education Index provides coverage of all areas of education from preschool to higher education and is searchable by educational level and age group. There are many links to full text documents.

ERIC (Educational Resources Information Center) provides information relating to American education.

EbscoHost journals provides access to British Education Index, ERIC, Educational Administration Abstracts, Child Development and Adolescent Studies, Education Abstracts and Teacher Reference Center. ERIC is also accessible via ProQuest Central

ProQuest Central (Includes ProQuest Education Journals) provides access to full-text articles from over 400 journals in psychology and related fields.

Teacher Reference Centre includes abstracts and indexes and some full text links to many of the most popular teaching journals.
Teachers TV: education in video  Created by the Department of Education, Teachers TV: Education in Video is brings together in-classroom educational development videos. All levels of education are covered from pre-school to secondary, and a wide variety of topics is covered. Click the above link; you do not have to login to access this resource. This resource is only available in the UK.

Scopus  A large abstract and citation database. It is not subject specific, but provides coverage in education.

Top Tip  
Most online databases update their interfaces regularly, so the appearance of the screens and the steps to take may be slightly different to those in this guide, but the procedure for searching the databases will be essentially the same.

Getting started

Load the Library web pages: [http://www.bolton.ac.uk/library/](http://www.bolton.ac.uk/library/)

You may want to navigate to the guide for your subject and explore the resources recommended for your subject. If so, click on Subject Guides on the Quick Links menu on the right of the Library home page and then select your programme area from the list of guides. Your subject guide provides a link for Discover@Bolton and a list of relevant databases and internet resources for your subject. You will also find general information on library services and study skills and links to relevant help guides and video tutorials, as well as contact details for your subject librarian.

Alternatively, you can start your search for information on the Library home page by using Discover@Bolton. This is the Library’s integrated search platform which allows you to search many of the electronic resources the Library has access to via a single interface, including full-text journals collections important for your subject area. These include the EbscoHost databases comprising British Education Index, ERIC, Education Abstracts, Child Development & Adolescent studies. It also covers Proquest Central (including Proquest Education Database)
and Sage journals and PsycARTICLES. Scopus which includes abstracts and citations of over 15,000 peer-reviewed journal articles and conference papers can also be searched via Discover@Bolton, so you can start your search for information on this platform.

If you are working off campus, you will need to log in with your university username and password in order to use Discover@Bolton. Click on the red bar to load the University of Bolton’s Electronic Resources Login screen.

**Discover@Bolton**

You can access the Discover@Bolton search box on the Library home page, as shown above. This is the basic search box, which will search in the full text of thousands of journals, books etc. Your search results will be more relevant if you use the Advanced Search facility, which will allow you to specify the fields you want to search. You can access this by clicking on the Discover search box on the home page and then clicking on the Advanced Search link beside the search box on the Discover screen.

Before you start your search, think about the keywords you are going to search for. You should think about any related terms or synonyms you could try in case you don’t find anything the first time. For further help with developing a search strategy, see the Library’s Discovering Information tutorial in the My Research Needs section of LEAP Online, which you can access from the Quick Links on the Library homepage.

**Advanced searching**

Use the dropdown arrow in the first search box to select the field you want to search, then type a keyword or phrase into the box beside it and click on the Search button.

If you want to, you can mark the appropriate check boxes to return results which are all peer-reviewed, scholarly information, with the full text available online.
Search tips

Use simple keywords most relevant to your research rather than long complicated phrases or sentences. Think carefully about your search terms, considering what related terms or synonyms you could try in case you don’t find anything the first time.

Use speech marks to search for a phrase e.g. “learning difficulties”.

Use the truncation symbol * to search for words with the same root e.g. assess* would search for assessing, assessors, assessing etc.

Use the wildcard symbol, ?, to search for alternate spellings eg. organis?ation would search for organisation and organization.

Use Boolean operators to combine search terms:

- **AND** narrows the search by finding articles that contain both terms.
- **OR** broadens the search by finding articles that contain either or both terms.
- **NOT** narrows the search by finding articles that contain one term but not the other.

Looking at your search results

Your results will show a mixture of different types of resources, such as journal articles, books, both those available online and those available in the library, reference material etc. The type of resource is shown under the title and author/publication details (citation). There is also a preview link, which will show the abstract (if available) or the subject headings assigned to the resource and can help you to assess the usefulness of the resource.
You can click on the options in the pane on the left to narrow down your results. See below under “Refining your results”.

If a citation is available online, click on Full Text Online. A new window will open in which you will be able to view the full text of the citation. If you haven’t already logged in to use Discover@Bolton, you may be prompted to log in with your university username and password at this point.

If the full text has loaded as a PDF document, you will need to use the PDF toolbar to save or print it. This doesn’t always appear on the PDF screen. If it isn’t visible, hover your mouse over the centre top or bottom and it will appear on screen. If you are working from home make sure you have Adobe Acrobat which is required to view PDF documents. You can download the software free at: https://get.adobe.com/uk/reader/

If the citation is from a print resource available in the Library, click on Check Availability. The Library Catalogue will open in a new window with the catalogue record for the resource, which will show you availability of the item and its location on the Library shelves.

If Citation Online is shown, the full text of the resource may not be available via the Library’s print holdings and electronic subscriptions. Read the article’s abstract, if available, to decide if the article is relevant to your research. If necessary, you can order resources online via the Library’s Inter-Library Loans service. Click on Citation Online to load to full details of the citation. On this screen, you will find a Request via Inter-Library Loan button. When you click on this button, a new screen will open which will enable you to log in to your library account and submit an inter-library loan request.

The Library has access to thousands of journals, so explore the full-text resources on the ejournals portal as well as Discover@Bolton before applying for Inter-Library Loans, as there is a limit to the number of Inter-Library Loans you can have.

Refining your results

If your search has produced too many results, you can click on the options in the pane on the left to narrow down your results.

If you didn’t restrict your search to full-text, peer reviewed material at the start of the search, you can do so on the results page. Peer-reviewed journals provide the highest quality academic information and you may wish to start with these results before looking at other sources.

You can also narrow down by item type, subject area, date, subject term and language.
Note that after you have refined your search, an option to **Clear Filters** appears. Click this before you run another search, unless you wish to keep the same options.

If you need help using Discover@Bolton, click on the **Menu** button at the top of the screen and select **Help**.

### Saving your results

As you review your results you can select useful ones by clicking on the folder icon next to the citation. The folder icon at the top of the results screen gives you access to your saved results. When you use the dropdown arrow on the folder screen to select a citation style for the references in your folder, Discover@Bolton will convert them to a list that you can print or email.
NB. You always need to check any electronically generated citations against the University standard. The citations will only be retained in the folder temporarily - when you exit the database or after 20 minutes of inactivity, they will be lost. You can save items permanently by creating a ProQuest RefWorks account within Discover@Bolton. Please note that this is not the same version of RefWorks as you can access from the A-Z list on the Databases guide, but a simplified version which will allow you to save references, cite them in a document and create bibliographies.

Proquest RefWorks

Click on RefWorks Log In to create your account and then click on the No Account? – Sign Up here button. Enter your university email, as you will be unable to create an account with a personal email, and choose your own password. Once you are logged in to your RefWorks account, when you click on the folder item, your selection will be permanently stored in your account. To access RefWorks at any time click on the folder icon at the top of the screen.

Within RefWorks you can sort your results, create folders to organize your results and share resources with other people using the Sharing function, which allows you to email them directly from RefWorks. It is possible to select resources to create citations and a bibliography, which you can paste into your document, but note that you need to check each entry and you may need to amend the format of the bibliography to the exact style you require. There are other functions, which you can explore by clicking on the Help button.

Searching Education databases

Most of the databases recommended for Education are included when searching Discover@Bolton, but can also be searched individually. Some are not included at all in Discover e.g. Teachers TV: Education in Video. You can access this via the recommended databases on your subject guide or via the Databases A – Z list.

The Subject Guide for Education will show a list of all the relevant education databases. Go to the “Databases, Journals and Articles” tab along the top of the guide. Those included are indicated by although Discover@Bolton searches multiple databases simultaneously, if you are doing a detailed literature search you may wish to use individual databases such as British Education Index as they offer more advanced searching and
refining results options. You can access this via the recommended databases on your subject guide or via the Databases A – Z list. Click on the British Education Index link. You may see the University of Bolton’s Electronic Resources Login. Enter your usual university username and password and login to access the database. You should be then presented with a screen as below.

Top Tip
On the Ebsco platform you can search several databases simultaneously by selecting “Choose databases” and clicking the check boxes before beginning your search. Education ones include Education Abstracts, ERIC, Teacher Reference Center as well as British Education Index.

Searching British Education Index

Apply the skills you have learned in identifying and using keywords using Discover@Bolton when using any other academic databases.

Advanced Searching

Advanced searching gives you more search options and is probably more useful than the basic search box. It removes the need to type AND, OR etc. You can limit by date and language, search different fields, etc.

To select the Advanced Search, click on the tab at the top of the screen. You can also search in different fields; click on the drop-down arrow for a full list of options.
Limiting and Refining Your Search

You can limit or edit your search at any point. Click on search modes which detail more information on how to search, or narrow your results by using the limit your results feature.

Viewing your results

Once you have entered your search, a list of results will appear similar to below:
You can check availability by clicking on “Check article availability”. A new window will open informing you whether or not the citation is available electronically. Follow the links to retrieve the full-text article, if it is available. You can also select the “Linked Full Text” option if available. On the following page you may then need to select “Open this content in a new window”. If the reference isn’t available electronically, check the Library catalogue to see if it is available in print format. If it isn’t, you can order the article via the Inter-Library Loans Service. Please see [http://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx](http://www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx) for more details of this service. You can refine your search again at this point by using the options on the left hand side of the screen. Your results will update automatically. As some results may be abstract only, you can select Full text which will generate results of a set of articles to which we subscribe as part of this database.

If you have any issues regarding using British Education Index please contact the Help Desk in the library or see under Further Help below.

**Additional Features**

You can mark your record to look at later (click on the icon or Add to Folder). Please note that this folder will be deleted at the end of your browsing session unless you create a personalized account. Details on how to do this are in the Recent Searches section. To view the items in your folder select Folder View at the right hand side of the screen or click on the Folder icon at the top of the screen. In the Folder View you have the option to print, email or save your selected results. Select “Linked Full Text” option if available. On the following page you may then need to select “Open this content in a new window”.

If the document is a PDF file, you can print your document by clicking on the print article to print the item. To save the document click on the save option.
Recent Searches

If you would like to review your recent searches go back to your results list and select Search History near the top of the screen. You can also refine your searches here. Remember your search history will be erased at the end of your session. You can create your own account with British Education Index (My EBSCOhost) which will enable you to save searches and documents to view at a later date(similar to the Refworks account in Discover@Bolton). To do this click on Sign In at the top of the page and follow the steps provided.

Further help

This guide is only an introduction to electronic databases. Remember there are various resources available via relevant subject guides to help with your research. If you require further help searching for academic information please contact your librarian, Lorna Dawson l.dawson@bolton.ac.uk 01204 903593. If you require immediate help during Library opening hours, please contact SubjectHelp on 01204 903232 or email subjecthelp@bolton.ac.uk.

Text © University of Bolton.

The screen shots used in this workbook are from copyrighted licensed works and the copyright for them is most likely owned by the publishers of the content. It is believed that the use of a limited number of web-resolution screenshots for training purposes qualifies under educational purposes to: “display, download and print parts of the Licensed Work for the purpose of promotion of the Licensed Work, testing the Licensed Work, or for training Authorised users”. Any other uses of these screenshots may be copyright infringement.