The Library

Finding academic information:

Health Studies and Nursing

Database User Guide
Your guide to finding academic information for Health Studies & Nursing

This guide is designed to introduce you to the electronic academic databases relevant to your subject.

**What are academic databases?**

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 highest quality academic information, that you should be using for assignments rather than information from websites found via Google.

**Which are the most useful electronic information sources for Health Studies & Nursing?**

There are a number of databases listed in the subject guides (see below). All contain relevant information, but some are more important than others.

**Important Databases**

*CINAHL Full Text*

*CINAHL® with Full Text* is the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 610 journals indexed in *CINAHL*.

*ProQuest Central*

This package enables you to search the entire contents of ProQuest journals including full-text articles. If you require further help in using ProQuest Central look out for help guides and videos next to the resource on the Library Website.

*Royal College of Nursing Journals*

A collection of ten key journals relating to nursing and allied health.
Getting started

Load the Library web pages: http://www.bolton.ac.uk/library

The Subject Guide Pages

Click on Subject Guides as shown above and select the relevant guide. The page displays a list of relevant resources and help. Take time to explore the different tabs.

It is possible to access each individual database and search for information. However, the Library has a search engine called Discover@Bolton which allows you to search most databases and other online resources simultaneously via a single search screen. Therefore, this guide will focus initially on using Discover@Bolton and then discuss the other databases available such as CINAHL Full Text.

Discover@Bolton

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 Discovering Information section of the Library’s study skills tutorial LEAP Online, which you can find in the Quick Links on the Library homepage.
Finding a definition

It may be useful for you to define the terms included in your assignment in order to fully understand the topic you are researching. If you type a single keyword or phrase in the search box and run the search, a definition will appear on the right of the screen. Where available, this will be sourced from one of our reference databases, such as Credo Reference. However, if a definition isn’t available from those sources, Wikipedia will be used. Please check with your tutor as to its acceptability as a quotable reference.

Basic searching

In the Search box type a keyword/s for the topic you are looking for and click Search.

If your search has produced lots of results you will need to narrow it down by adding another keyword. You can combine two or more terms by using AND, OR, and NOT as shown above. Use speech marks for multiple words that you want to use as a phrase, e.g., “respiratory tract disease”.

The Advanced Search located next to the search box will help you structure your search. This can be useful if the basic search gives you too many results, try changing All fields to Subject or Title, this will provide you with a smaller more relevant results set. Click on Help at the top of the screen for further details.

Top Tip
Search tips: you can use * to replace letters within words, eg, organis*ation will search for organization and organisation. You can also use * to truncate stems of words eg, nurs* will search for nurses, nursing, etc.
Looking at the results of your search

The results will show a mixture of different types of resources, such as journal articles, eBooks, newspaper articles, theses etc. The type of resource is shown under the title and author/publication details. To access an article click on the title or Full Text Online.

Click **Preview** to view various details about the resource such as the abstract, database source etc.

Note that if Citation Online is shown, the full text of the article may not be available via the Library’s subscriptions. You can still read the article’s abstract (summary), to help you decide if the article is relevant to your research. If necessary you can order the article free online via the Library’s Inter-Library Loans service (www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx). However, there are plenty of full-text journals available for your research so explore the full-text resources available before applying for Inter-Library Loans.

It may be a good idea to run a full-text only search before looking at the abstract only article – see below for how to refine your search.
Refining your results

Use the options on the left to refine your search results to the type of resource you require.

Peer-reviewed journals provide the highest quality academic information and you may wish to start with these results before looking at magazines, trade publications, etc.

After refining your results, if you haven’t found any suitable journal articles, think about the keywords that you are using. Try to think of alternatives, look at the alternative suggestions under result 10 provided by Discover@Bolton. It is likely that you will need to run several searches to find all of the information that you need.
Once you have refined your search, **Clear Filters** appears. Click this before you run another search – unless you wish to keep the same options.

**Selecting relevant results**

As you review your results you can temporarily select the useful ones by clicking on the folder icon next to the resource. You will then notice that results appear in the folder in the top right.

This enables you to carry out further searches, mark results and hopefully you will end up with a list of relevant articles for your research. The articles 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 permanently save items by creating a ProQuest Refworks* account – see below.

You can email and cite from Discover@Bolton. If you click on **Cite**, you will be provided with citations of your selected articles that you can cut and paste into your references or bibliography. Select **Harvard – British Standard** from the drop-down menu and click **Change**. Note that there many variations of the Harvard style, so take care to check that the style provided is the one required by your tutor, you may need to amend the citation once you have copied it into your Word document.
*This is not the same service as RefWorks accessible via the Databases A-Z. If you already have a RefWorks account you will not be able to access this account via Discover@Bolton RefWorks.

ProQuest RefWorks within Discover@Bolton

Click on the menu icon in the top right of the screen to view a menu which includes

Click on RefWorks Log In to create your account. You must enter your university email and choose your own password. Once you have created your account, when you click on the folder item your selection will be permanently stored in your RefWorks account. To access RefWorks at any time click on the folder icon at the top of the screen.

You will see the items that you have saved in the centre of the page. You can create folders to organize your results by using My Folders.

It is possible to select resources to create an exportable bibliography or reference list. Select the relevant results and click the Create Bibliography icon as shown above. Select the style that you need, such as Harvard, and create. You will then see your results in a list that you can copy and paste into your assignment. If you are using Harvard, edit each entry to make it fit the Bolton Harvard style. You don’t need the long url given, reduce it to: http://bolton.summon.serialssolutions.com.
You can also share resources with other people using the Sharing function which allows you to email them direct from RefWorks. There are many other functions, so explore the various options available to you.

**Top Tip**

If you need help at any time in Discover@Bolton click on Help at the top of the screen.

Although Discover@Bolton searches multiple databases simultaneously, if you are doing a detailed literature search you may wish to use individual databases such as CINAHL with Full Text as they offer more advanced searching and refining results options.

**CINAHL with Full Text**

Click on the **CINAHL with Full Text** link. You will 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

Most suppliers of electronic databases update their interfaces regularly, so the appearance of the screens and the steps in the illustrations may be slightly different to those in this guide, but the instructions for searching the databases will be essentially the same.

Searching CINAHL with Full Text

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:

Click on either check article availability or PDF Full Text to retrieve the item. You can refine your search again at this point by using the options on the left hand side of the screen. Click **update** to retrieve your new results.
As some results in CINAHL will be abstract only, if you would like a set of ‘instant’ results you can click on Full Text which will generate a set of articles which we subscribe to as part of this database.

If you have any issues regarding using CINAHL with Full Text contact the Help Desk in the Library.

**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 is in the Recent Searches section.

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 click on Search History.

This will then details your recent searches. You can also refine your searches here. Remember your search history will erase at the end of your session. You can create your own account with CINAHL with Full Text (My EBSCOhost) which will enable you to save searches and documents to view at a later date. To do this click on Sign In at the top of the page and follow the steps provided.

**Further help**

If you require further help searching for academic information please contact your librarian, Dawn Grundy, D.Grundy@bolton.ac.uk.

If you require immediate help during office hours, please contact the duty librarian on 01204 903232 or email subjecthelp@bolton.ac.uk.

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