The Library

Finding academic information:

Psychology

Database User Guide
Your guide to finding academic information for Psychology

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

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 Psychology
http://libguides.bolton.ac.uk/psychology
Some are more important than others.

PsycARTICLES is a database of full-text articles from journals published by the American Psychological Association, the Canadian Psychological Association and other publishers.

PsycINFO provides abstracts of international literature in psychology and related disciplines and is produced by the APA.

Proquest Central
A multi-disciplinary database with coverage in Psychology.

Proquest Psychology Journals provides access to full-text articles from over 400 journals in psychology and related fields.

Counseling and Psychotherapy Transcripts, Client Narratives, and Reference Works contains transcripts of therapy and counselling sessions, first-person narratives of the experience of mental illness and its treatment and reference works. If you want to access this resource outside of the university please note the further access notes by scrolling down the list of databases from the following link: http://libguides.bolton.ac.uk/az.php?az=c

ScienceDirect is a large collection of online journals, giving access to full-text articles from over 1000 Elsevier journals.

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

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. Proquest Central (including Proquest Psychology Journals) and ScienceDirect, 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 eg. "eating disorders".

Use the truncation symbol * to search for words with the same root eg. counsel* would search for counselling, counsellors, counseling 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.

**Scopus**

If you want to do a comprehensive literature search, such as for a dissertation, you should use the Scopus abstracting and indexing database, which reviews a wide range of literature, both in print and electronic format. This resource is included in Discover @Bolton, but you can conduct a more specific search on the Scopus platform. You can access this via the recommended databases on your subject guide or via the Databases A – Z list.

**Searching Scopus**

The default search is **Document search** which you can use to look for information on a topic. The default search field option is article title, abstract, keywords, but you can use the dropdown arrow to select the field(s) you want to
search. If you want to search simultaneously in different fields, click on + to add another row to your query. To begin searching, enter a keyword or phrase in the search box and click on the Search button.

You can use limits to refine your search by restricting it to a particular type of document or date. You can also limit results to open access material, to ensure you get full-text results, by selecting the appropriate type of access.

Viewing your results

Results are given in brief format which gives the title of the article, author(s), date, source title and number of citations. Click on the article title hyperlink and a new screen will load with, amongst other things, the abstract, references and keywords for the article.

If you have too many results, you can add another search term in the Search within results box to narrow them down or refine them by limiting to or excluding fields on the left hand side of your results screen. Use the downward arrow which will appear to the right of any field which is not expanded to view the refinement options.
Scopus is an abstracting and indexing service, but references may be open access or available from one of the Library’s electronic journal suppliers, in which case there will be a View at Publisher link below the citation. In some cases, the Library’s subscription may not cover all of the content on the publishers’ websites. This is often indicated by an invitation to purchase the article.

You can also click on 360 Link to Full Text to find out if the article you require is one included in the Library’s subscription. Follow the links in the pop-up window to navigate to the full text. If you need further help with this look at the Guide to Article Linker crib sheet. http://www.bolton.ac.uk/ArticleLinker

If the reference isn’t available electronically, click on the Library catalogue link in the pop up window to see if it is available in print format. If it isn’t, you can order the article via the Inter-Library Loans Service. Requests are submitted online and you need to log in to your library account to submit a request.

**Saving your results**

Mark any relevant results you wish to save by clicking in the check box beside the title and then selecting the option you require.

The Download option will download all the information in the record(s) you have marked as separate PDF documents for each record, either as a full-text document, if it is available, or as an abstract.

You can export marked references directly to bibliographical management software such as RefWorks or save files in formats compatible with other software. Once you have selected an option, Scopus will default to your chosen export option to save you extra clicks.

You can also print, email or save your selection as a PDF file by clicking on the appropriate link at the top of your results. Alternatively, you can create a bibliography in a citation style of your choice, by selecting the appropriate option from the Menu dropdown selection.

You can add the references to a list, which you can view by clicking on Lists on the Scopus toolbar. This list will not be retained when you quit Scopus unless you have activated personalization and registered with Scopus.

**Top Tip**

You can use the Author search to retrieve information from a particular author. The Affiliation search is useful if you know that a particular institution has a good reputation in your subject area.

If you need additional help searching Scopus, there is a Help button on the top toolbar which links to a detailed help section including online tutorials.
Searching Psychology databases

Most of the databases recommended for psychology are included when searching Discover@Bolton, but can also be searched individually. Some are not included at all in Discover e.g. *Counseling and psychotherapy transcripts, client narratives and reference works.* You can access this via the recommended databases on your subject guide or via the Databases A – Z list. The Subject Guide for Psychology will show a list of all the relevant psychology databases. Go to the “Databases, Journals and Articles” tab along the top of the guide. Those included are indicated by .

As the three most important databases for Psychology share the same platform, if you select PsycARTICLES and Proquest Psychology Journals from the list of available databases, you can search these databases at the same time as you search PsycINFO.

Navigate to the Psychology subject guide as shown above.

Click on the PsycINFO link. You may be asked for your University username and password at this point.

Click on the Change databases (1) link at the top of your screen. Scroll down the list on the next page to find **Psychology Database** (a subheading under Proquest Central) and **PsycARTICLES** then mark the check boxes for these databases. Now click on the Use Selected Databases button at the bottom of the page.
Basic searching

The default search screen is the Advanced Search. If you prefer a simpler search, click on the Basic Search link to load the Basic Search screen.
To begin searching, enter one or more keywords for your topic in the basic search box and click on the Search button.

Enter search term here

Click here to search

Apply the skills you have learned in identifying and using keywords using Discover@Bolton when using any other academic databases. You could use the Proquest or PsycINFO thesaurus to help with this, but you will need to load the Proquest Advanced Search screen to access them. You can also apply the skills used for refining searches in Discover@Bolton by selecting Full-text, Peer-reviewed and Scholarly journals and adding a new term to the search box.

Proquest also has various limits on the left of your results page which can be used to narrow down your search. If you select the Search Within link, it will take you to the bottom of your results page, where you’ll find a Search box to which you can add another term.
Looking at the results of your search

To read an article click on the title or the full text/pdf links. If you have not selected the Full-text-box some of the results may be Abstract only (an abstract is a summary of an article) and therefore, do not have a full-text link. Click on Link to full-text to see if we have the article in another database, if not you can order it using the online Inter-Library Loans service - www.bolton.ac.uk/library/Borrowing/Inter-Library-Loans.aspx

However, there should be plenty of full-text articles available for your research. You can remove abstract only results by ticking the Full text box and running the search again.

Click here to select a result
Click here to access selected items
Click here to set up a My Research account

Click on the Preview link and the abstract of the reference and the subjects assigned by the database will be displayed in a pop-up. Alternatively, you can click on the Citation/Abstract link to see the full bibliographic details of the item.

When viewing a list of results you can mark the relevant ones by clicking in the tick box next to it. This enables you to carry out further searches until you have a sufficient set of relevant articles. These results are accessible through Selected items during your current session, however, they will not be retained when you exit the database. Setting up a My Research account, in the top right corner, will enable you to save documents permanently. You can also export the citations to Refworks if you have set up a Refworks account.

You also have the option to save, print, cite or email the set of references

If you want to save the full text of articles, it’s probably better to select the PDF version, if it is available, as this takes up less storage space. To print or save a PDF article, you will need to use the PDF toolbar. 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 as :

**Advanced searching**

To begin an advanced search, click on the *Advanced Search* link.

Advanced searching is more useful than basic searching, as it allows you to combine searches from different fields, such as, author, document title, journal title etc at the same time. The search boxes are automatically set to search anywhere in the record for the term(s) you type in, but they can be changed to author, document title, journal title etc by using the dropdown menu arrows in the right hand boxes.

As in *Discover@Bolton* use inverted commas to search for a phrase eg. "post traumatic stress".

Use the truncation symbol, *, to search for words with the same root eg. injur*, which will search for injury, injuries, injurious etc. You can also use it to indicate characters within words, e.g. behavi*r finds behaviour and behavior.

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

**Top Tip**

You can find more search tips and assistance in using Proquest by clicking on the “search tips” link near the top of the screen.

See also the cribsheet and screencast available under the database link on the Library website.
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 01204 903281. If you require immediate help during Library opening hours, please contact SubjectHelp on 01204 903232 or email subjecthelp@bolton.ac.uk.