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ERIC: How to Search It on the Web

I. ERIC (EBSCOHost): How to Search It On the Web

NOTE: You must be connected to Stetson's Network in order to access any of the Library's subscription databases. If you are not working from a campus-connected computer, you will have to enter the network through a proxy server. See Instructions for Library Access from Off Campus: <http://stetson.edu/library/offcampus.php>.

ERIC is an acronym for the **E**ducational **R**esources **I**nformation **C**enter.

The entries in ERIC are taken from the two files that make up the ERIC database: the *Current Index to Journals in Education (CIJE)* file of **journal article** citations from more than 750 professional journals and the *Resources in Education (RIE)* file of **document** citations.

Education-related records in **journals** (some journals are indexed completely; others are indexed selectively) will be assigned an **EJ number**. **ERIC documents** include conference papers and proceedings, technical and research reports, government documents, legal materials, bibliographies, teaching guides, lessons plans, dissertations, speeches, U.S. Congressional hearings, unpublished manuscripts, books, and other materials. These document entries will be assigned an **ED number**.

For a list of the journals included in this database, click on the "Indexes" link along the top part of the search screen. Highlight "journal title" from the drop-down menu, and then click Browse.

To Search ERIC, go to the Library's database page:

<http://www2.stetson.edu/library/databases.php>.

In the alphabetical list of all databases, scroll down to, then click on **ERIC (Education) (EbscoHost)**

II. Searching

- Change the field designations along the right-hand part of the screen from Default Fields to any of the listed specific fields.

From the lower part of the screen you may conduct more advanced searches by making any of the choices there. Some common limits used are the following:

- Limit your search to articles only in peer reviewed (scholarly or refereed) journals
- Limit your search to a specific journal name
- Limit your search by date
- Limit your search to only journal articles or to only ERIC documents
- Limit your search to publication type, e.g., Statistical Data or Guides—Classroom Use—Teaching Guides
- Limit your search to only those materials Stetson owns—NOT recommended since only the Library's Catalog is searched to make matches here. All of the articles available from the Library's databases will NOT be matched with this limit.
- **Once you have executed a search**, ERIC suggests subject terms along the left-hand side of the results which you can AND with your original search to focus your search more. Just click on the term you want to AND into your search and the new search will automatically be executed.
- **Once you have executed a search**, you can limit the date of publication by sliding the date of publication bar on the right-hand side or typing a beginning or ending date in the date boxes on the right-hand side.
- You may **combine previous searches** by clicking on the “Search History/Alerts.”

Check the searches you wish to combine and check the Boolean (logical) operator you wish to use to combine them (“and” or “or). Click on “Add”

Or type “s” (without the quotation marks) and the search number at the Find line.

You can use Boolean operators to combine previous searches or use previous searches with new terms. Examples: s3 AND s14; s5 OR s7; s2 and meter

III. Showing, Adding, and Printing Records

Showing

The Brief Result List automatically appears after the search is completed. To get all the information on a particular item, click on it. You can return to the results list by clicking on the “Result List” bar at the top of the page.

For ERIC journal articles, if there is a link to the full text, then click on that link (html or pdf). If you have a choice, the **pdf format** maintains the pagination of the original article, which makes it easier to refer to or cite.

If there is not a link to the full text, you will see a **“Check Stetson Holdings”** link. Click on that. It takes you to the **Library’s Journals List** and searches for that journal title in the Journals List. In the Journals List, if you find that Stetson has access to that article in another database, there will be a link to that database in the Journals List record. The Journals List may tell you that the Library owns that journal in print (paper) format which means you will have to come into the Library and get the issue you need off the shelves. If the Journals List says “0” results were returned, that means the Library does not have that journal in any format.

If the item is a book or a chapter from a book: ERIC will NOT tell you if Stetson owns the book. You will need to check the Library’s Catalog (WebCat), <http://cat.stetson.edu/>, to see if we own the book. A telltale indication that something is from a book is the word “in,” as in a citation such as

Promoting Strength and Recovery: Counseling Boys Who Have Been Sexually Abused, Kiselica, Mark S.; Novack, Gerald; *In: Counseling Troubled Boys: A Guidebook for Professionals.*

The name of the chapter here is “Promoting Strength and Recovery: Counseling Boys Who Have Been Sexually Abused.” The name of the book is Counseling Troubled Boys: A Guidebook for Professionals.

For ERIC documents, the designation “Full text from ERIC” means you can link directly to the full text of the document. You will need to have Adobe Acrobat in order to view the documents. If a document is not available through ERIC, usually there is an address given in the record from which the document can be ordered for a fee.

Adding/Marking

Click in the Add box to the right of the item or on the “Add to Folder” link to add that record to your folder so that you can print/download/email a list of records later.

Printing/Saving/E-Mailing

To print what is showing on the screen, click on your browser’s “Print” button or file, print command.

To print, email, or save the full text of an article that is linked to full text, click on the links to the full text.

If the full text is in **html format**, click on ERIC’s “Print” or your browser’s print button to print it. Click on “Email” or “Save” to email it or save it to a disk.

If the text is in **pdf format**, click on the printer icon along the top of the pdf screen (Adobe Acrobat screen). Do not use your browser’s printer icon or file, print command.

To save a .pdf file, click on the disk icon along the top of the pdf screen (Adobe Acrobat screen) and follow the prompts.

To print, email, or save a list of articles in your folder, click on the “Folder View” phrase (right-hand side of the screen) or on “Folder” at the very top of the screen. Once you have clicked on Folder, you have the option of printing, emailing, downloading to a disk, or exporting to bibliographic management software (such as ProCite or EndNotes) the results you have marked.

Note that for items with attached full text, if you choose “print” from your folder, only the citation will print. You must click on the link to the full text for each article to print the full text. Likewise, when you download from your folder, the citation and a link to the full text will download, but not the text itself.

The full text will be attached to an email.

IV. Getting the Article or Book

If there is a link to the full text of the article, click on that link and see the instructions for printing, emailing or downloading in the section above.

For ERIC journal articles, if there is a link to the full text, then click on that link (html or pdf). If you have a choice, the **pdf format** maintains the pagination of the original article, which makes it easier to refer to or cite.

If there is not a link to the full text, you will see a “**Check Stetson Holdings**” link. Click on that. It takes you to the **Library’s Journals List** and searches for that journal title in the Journals List. In the Journals List, if you find that Stetson has access to that article in another database, there will be a link to that database in the Journals List record. The Journals List may tell you that the Library owns that journal in print (paper) format which means you will have to come into the Library and get the issue you need off the shelves. If the Journals List says “0” results were returned, that means the Library does not have that journal in any format.

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view the documents. If a document is not available through ERIC, usually there is an address given in the record from which the document can be ordered for a fee.

Periodicals in the Library are arranged alphabetically on the shelves by the title of the journal. Check where to find periodicals in the Library by going to the map of the Library at http://stetson.edu/library/maps_librarymap.pdf.

If we do not own the book or journal you need, you may submit an Interlibrary Loan Request for it by going to http://stetson.edu/library/departments_ill.php.

V. Citing Sources

Plagiarism

A basic characteristic of scholarly work is citing the sources used or referred to or borrowed from. It is academic dishonesty to use ideas from (even if you put them in different words), paraphrase, or quote from someone else's work without acknowledging the other source.

If you use someone else's work—their words, ideas, art work, music, Web pages, software, or some other expression—you must acknowledge the author or creator. Failure to do so is an unethical practice called plagiarism. Stetson has an official policy regarding plagiarism in the Student Code of Conduct.

For more information on plagiarism and how to avoid it, go to the following sites:

https://my.hamilton.edu/academics/resource/wc/Using_Sources.PDF
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>
<http://plagiarism.umf.maine.edu/>
<http://owl.english.purdue.edu/owl/resource/589/01/>

Style Manuals

To avoid plagiarism, writers, musicians, web page designers, and others need to acknowledge where they got their ideas, quotes, music, or images. There are conventional forms of acknowledging that you have used someone else's work. There are different forms of citation for many academic disciplines. In other words, each discipline has its own preferred way of citing sources. Many disciplines have published their preferred citation conventions in what is called a **style manual or style guide**.

In citing any source (book, journal article, government document, Web site, whatever), be sure you have the following relevant elements for your notes and bibliography or works cited page:

1. Author. This may be an individual person, a government agency, a department within a larger entity (for example, the Sociology Department at a university), or a business.
2. Title of the journal article, newspaper article, chapter from a book, government document, or Web site AND title of the journal, newspaper, or book

3. Name of electronic database (if the article was retrieved through a database on the Web)
4. URL to Web site
5. Date of publication or date last visited on the Web
6. Volume number and issue number if the material is from a magazine, newspaper, or scholarly journal
7. Pages of the journal article or book

If what you need to cite does not fall into any of these categories, check with your professor as to what information you will need to properly acknowledge the source.

Check with your classroom professors to see what citation style they wish for you to follow.

The most common style manuals used in college papers are the following:

***MLA Handbook for Writers of Research Papers.* Ready Ref. LB 2369 .G53.** New York: The Modern Language Association.

***Publication Manual of the American Psychological Association.* Ready Ref. BF 76.7 .P83.** Washington, D.C.: American Psychological Association. For information on citing electronic sources in APA style, go to <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

Turabian, Kate. ***A Manual for Writers of Term Papers, Theses, and Dissertations.*** Ready Ref. LB 2369 .T8. Chicago: University of Chicago Press. (usually referred to as just "Turabian")

***The Chicago Manual of Style.* Ready Ref. Z 253 .C572.** Chicago: University of Chicago Press.

Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. Ready Ref. T11 .S386. 7th ed., Council of Science Editors. Reston, VA: Council of Science Editors, 2006.

Links to help with citation guides are available at

<http://lib.trinity.edu/research/citing/index.shtml>

<http://owl.english.purdue.edu/owl/resource/557/15/> .