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## PsycINFO: How to Search It on the Web

### I. PsycINFO: Searching 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>.

The **PsycINFO** database, published by the American Psychological Association, is primarily an indexed collection of summaries of journal articles in psychology and related disciplines from more than 1,500 journals from more than 50 countries. Full text links are available for a limited number of journals (approximately 200). Since 1987, English-language books and chapters from books have been included. Abstracts of dissertations are also included.

Coverage: 1887--to the present.

For full-text articles only, use the **PsycARTICLES** database. This database includes far fewer journals, 42, but all articles are available full-text. It covers 1988-to the present. All articles in PsycARTICLES are indexed in PsycINFO with links to the full text.

For psychology-related e-books, use the **PsycBOOKS** database. PsycBOOKS, from the American Psychological Association (APA), is a database of nearly 14,000 chapters in PDF from more than 800 books published by APA and other distinguished publishers. The database includes most scholarly titles published by APA from copyright years 1953 - 2005. It also includes 100+ out-of-print books, an additional 200+ classic books of landmark historical impact in psychology, and the exclusive electronic release of more than 1,500 authored entries from the APA/Oxford University Press Encyclopedia of Psychology. PsycBOOKS is indexed with controlled vocabulary from APA's Thesaurus of Psychological Index Terms.

**PsycALL** searches PsycINFO, PsycARTICLES, and PsycBOOKS simultaneously.

**To access PsycINFO (or PsycARTICLES, or PsycBOOKS, or PsycALL), go to the Library's home page, <http://www2.stetson.edu/library/>, and click on Databases.**

In the alphabetical list of databases, scroll down to, then click on PsycINFO (PsycARTICLES, or PsycBOOKS, or PsycALL).

For a **list of the materials included in PsycINFO**, click on the “Indexes” tab along the top part of the search screen. Then select “Publication Name” from the drop-down menu. Click on Browse to be put at the beginning of the alphabet of all publications in PsycINFO. Or you can type the name of a specific publication in the Browse for box and click on Browse.

## II. Searching

If you need help on how to use Boolean operators and other aspects of searching electronic databases, go to <http://www2.stetson.edu/library/researchguide.pdf>, scroll down to Step Two, “Searching Electronic Databases.”

For additional help, click on any of the ? on the search page or on the HELP button in the far upper right-hand corner of the screen.

**Basic Search:** Type in the word(s) you wish to search and click on “Search” or press <enter>.

- **Boolean (logical) operators** may be used: **and, or, not**. Parentheses may be used to group terms.

Examples: assessment or evaluation                      assessment and surveys  
(assessment or evaluation) and surveys

- Searches are **NOT case sensitive**. You can type your term(s) in upper case, lower case, or a combination of the two.
- **Singulars and Plurals**--If the singular form of a word is entered, the plural form will automatically be searched, too. However, if a plural form is entered, the singular form will NOT automatically be searched.
- The asterisk \* (**truncation symbol**) may be used at the end of a word to retrieve all endings on that word.  
Example: dream\* retrieves dream, dreams, dreamy, dreamland, etc.
- The **wildcard symbol** is the question mark (?). To use the wildcard, enter your search terms and replace each unknown character with a ?. PsycINFO finds all citations of that word with the ? replaced by a letter.  
Example: ne?t will find neat, nest, or next. It will not find net because the wildcard replaces a single character.

**Advanced Search:** There are several ways to conduct more advanced searches.

- If you want to choose subject terms, choose them from the **Thesaurus (Subject)**.  
**Note on Subject Searches:** Subjects are controlled vocabulary terms from the *PsycINFO Thesaurus*. These terms are used to find documents indexed using the same subjects. To search the *Thesaurus*, click on the “Thesaurus” button at

the top of the screen. You can search directly from the *Thesaurus*, or you can type the subject(s) onto the search screen and then change the field designation to "Subjects."

- Limit your search to a specific field by choosing a field designation from the drop-down menu to the right of Select a Field.

From the lower part of the search screen you may conduct more advanced searches by choosing from several options. Some frequently used limits are the following:

- Limit your search by date
- Limit your search only to those journals that are peer reviewed (sometimes called scholarly or refereed journals)
- Limit your search to items published by a specific publisher
- Limit your search to materials that made use of a specific methodology (empirical studies are a frequent choice)
- Designate that your search be only for items that Stetson holds. This is 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.
- **Also Search for Related Words**—expands your search by including synonyms of your term
- **Once you have executed a search**, PsycINFO 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**, PsycINFO also allows you to limit your search by publication type (peer reviewed journals, books, dissertations, etc.) by choosing from the list on the left-hand side. Just click on your choice and your search will automatically be re-executed limiting the results to the publication type you chose.
- **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. All types of documents (journal articles, chapters from books, abstracts of dissertations, materials in electronic format, etc.) appear in this first list. PsycINFO also allows you to further limit your search results by publication type (e.g., to all journal articles, only those articles from peer reviewed journals, books and monographs, encyclopedias, dissertation abstracts, electronic collections, and others) by clicking on the appropriate link in the left-hand side bar.

To get all the information on a particular item, click on its title. You can return to the results list by clicking on the "Result List" link near the top of the page.

The Result List will tell you if the full text of that article is available from the PsycINFO screen. If there is a link to full text (html or pdf), click on it. You will be able to print or download the full text. 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:** PsycINFO 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.

Periodicals in the Library are arranged alphabetically 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](http://stetson.edu/library/maps_librarymap.pdf).

If Stetson does not own the journal or have access to it full text through one of our databases, you may submit an Interlibrary Loan Request by going to [http://stetson.edu/library/departments\\_ill.php](http://stetson.edu/library/departments_ill.php).

### **Adding/Marking**

From the Results List, click 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/Exporting**

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 PsycINFO’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, save, or export a list of articles in your folder**, click on the “Folder View” phrase or on “Folder” at the very top of the screen. Once you have clicked on Folder View or 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.**

**If the item is a journal article that isn’t linked to full text:** PsycINFO contains many articles full text, but many results are for citations only. Be aware, however, that several

journals may be available full text through one of our other databases. PsycINFO will NOT show that we own these journals. For articles that do not have a link to full text, PsycINFO links automatically to the **Library's 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.

You can always get to the Library's Journals List page by going to the Library's home page (<http://www2.stetson.edu/library/>) and clicking on Journals List.

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](http://stetson.edu/library/maps_librarymap.pdf).

If Stetson does not own the journal or have access to it full text through one of our databases, then you will need to submit an Interlibrary Loan Request by going to [http://stetson.edu/library/departments\\_ill.php](http://stetson.edu/library/departments_ill.php).

**If the item is a book or a chapter from a book:** PsycINFO 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.

If we do not own the book, you may submit an Interlibrary Loan Request for it by going to [http://stetson.edu/library/departments\\_ill.php](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](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.

The standard style manual for psychology is the ***Publication Manual of the American Psychological Association***. Ref. BF 76.7 .P83. Washington, D.C.: American Psychological Association. The most recent edition is shelved in Ready Reference directly behind the Reference Desk in the Library.

For help with citing electronic sources in APA style, go to <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>.

Links to other help sheets on citation format are available at the following:

<http://lib.trinity.edu/research/citing/index.shtml>  
<http://owl.english.purdue.edu/owl/resource/557/15/>