



Jane Bradford  
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## SocINDEX: How to Search It on the Web

### I. SocINDEX and Getting to 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>.

**SocINDEX with Full Text** offers coverage from all subdisciplines of sociology, including abortion, anthropology, criminology, criminal justice, cultural sociology, demography, economic development, ethnic & racial studies, gender studies, marriage & family, politics, religion, rural sociology, social psychology, social structure, social work, sociological theory, sociology of education, substance abuse, urban studies, violence, welfare, and many others.

This file contains informative abstracts for more than 590 "core" coverage journals dating back to 1895. In addition, this file provides data mined from more than 500 "priority" coverage journals as well as 1,040 "selective" coverage journals. Further, extensive indexing for books, monographs, conference papers, and other sources is included.

**SocINDEX with Full Text** contains full text for 235 "core" coverage journals dating back to 1895, and 72 "priority" coverage journals. This database also includes full text for hundreds of books and monographs, and full text for thousands of conference papers.

**Go to the Library's database page:** <http://www2.stetson.edu/library/databases.php>.

In the alphabetical list of all databases (center of page), scroll down to, then click on SocINDEX (Sociology).

For a **list of the journals included in SocINDEX**, click on the "Publications" tab along the top part of the search screen.

### II. Searching

If you need help on how to use Boolean operators and other aspects of searching electronic databases, go to the Library's Research Process Guide,

<http://www2.stetson.edu/library/researchguide.pdf>. Scroll down to the section on "Searching Electronic Databases."

**Simple Search:** Type in the word(s) you wish to search, leave the search at "Select a Field (optional)," and click on "Search" or press <enter>. Different concepts can be typed on the same line connected by one of the Boolean operators below (and, or, not). Or a single concept can be typed on one line and additional concepts can be typed on the line or lines below it. Be sure the Boolean operator to the left is the one you wish to use if you enter terms on more than one line.

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

Examples: aborigines or indigenous peoples          aborigines and discrimination  
(aborigines or indigenous peoples) and discrimination

- **The asterisk \*** 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 is the question mark (?)**. To use the wildcard, enter your search terms and replace each unknown character with a ?. SocINDEX 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.
- Note that once you have the results on the screen, you can limit those results to **Academic Journals, Magazines, Books/Monographs, or Conference Papers** simply by clicking on those links on the right.

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

- Choose search terms from the **Subject Index (Thesaurus Search)**.  
**Note on Subject Searches:** Subjects are controlled vocabulary terms from the *SocINDEX Thesaurus*. These terms are used to find documents indexed using the same subjects. To search the *Thesaurus*, click on the "Subject Index" 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 "Subject Term."
- To search in the **Subject Terms**, click on the green Subject Terms tab. On the "Browsing: Sociology Thesaurus" line, type in the word you want to search, click Browse. If your word is found, you can click on the word to get a list of broader, narrower and related terms. If you want to search that word, check the box to the left of it, and click on ADD. This adds the term to the Find line. Then click on Search. Note that you can select more than one term from the Thesaurus and add it to the Find line. You can also change the Boolean operator (and, or, not) that is used to add a term to the Find line by clicking on the down arrow next to the line "Select term, then add to search using."

- If your word is not found, but instead you are referred to another term (example, Selective Service tells you to use the word Draft), click on the term you are referred to, then check the box to the left of it, click on ADD (which adds the term to the Find line), then click on Search. Note that you can select more than one term from the Thesaurus and add it to the Find line. You can also change the Boolean operator (and, or, not) that is used to add a term to the Find line by clicking on the down arrow next to the line "Select term, then add to search using."
- Limit your search to a **specific journal** title by typing the name of the journal on the **Publication** line, or type in the name of the journal in one of the search boxes and change the field designation to Publication Name.
- Limit your search to documents of a **specific form or content** using the **Document Type** options.
- Limit your search to a specific **author** by changing Select a Field to Author.
- Limit your search by **date of publication**
- SocINDEX also contains information on **cited references**. Let's say you want to find out if the following article has been cited by other publications, and if so, where: "Career Processes in Great Britain and the United States," by Diane D. Everett, et al. *Social Forces*, 68,1 (Sept. 1989): 284. Bring this citation up either by searching for the title or the author. You will see that the article has been cited four times in this database. If you click on that link, you will see the four articles in which this article was cited.
- Likewise, SocINDEX gives you a link to the **cited references** for some articles. This is a shortcut to the publication's bibliography.
- You can see your search history and reuse your previous searches by clicking on the tab **Search History/Alerts**. You can combine previous searches by checking the box to the left of the search, then clicking on ADD (you can change the Boolean operator, too). Or on the Find line, you can simply type the search number. Examples: Find: s1 or s3      Find: s1 and discrimination
- You can also institute an **automatic alert** where you can set up a search and SocINDEX will periodically run it (you designate how often) and automatically send you an email of the results. To set up an alert, first perform the search you want to save as an alert. Click on the tab "Search History/Alerts." Click on "Save Searches/Alerts." Set up your SocIndex account by clicking on "I'm a new user." Enter the required information. When you click on "alert," you will be taken to a new screen that will give you more options such as how often to receive the alert. After you've entered all the information, click Save. At the bottom of the screen, you should see your search or searches. Click Save.
- To delete an alert, follow these steps:
  - 1) Click the Sign in to My EBSCOhost link in the upper right corner of the screen.
  - 2) Click the My Folder link.

- 3) Your folder contents will display, with a menu located on the left-hand column.
  - 4) From the menu, click either Search Alerts or Journal Alerts.
  - 5) Once you've located the Alert that you would like to delete, click the X to the right of it.
- For additional help with searching, click on Help located in the far upper right-hand corner of the screen.

### III. Showing, Selecting, 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 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 SocINDEX screen. If there is a link to full text, click on it to bring up the full text.

If there is not a link to the full text, you will need to find out if the Library subscribes to that journal or has access to it full text through one of the Library's databases. Usually there will be a "**Check Stetson's Holdings**" link (red checkmark). Click on that link to search the Library's **Journals List**. If we have the journal, you should be taken to a screen that shows you what years we have and if we have the journal in paper (on the shelves in the library) or if it's available full text in one of our databases. **NOTE:** if you see the term "**embargo**," that means the electronic version of the article won't be released for however many months are listed on the embargo notice. So an embargo of 6 months means that the most recent six months of articles from that journal are not available electronically.

If there is no link to Stetson's Journals List, go to the Library's home page (<http://www2.stetson.edu/library/>), click on **Journals List**, and search for the journal title. If a journal title is found in this list, the list will tell you whether we have the journal in paper, microform, or in which database you need to search. If the title is not listed, we do not own the journal or have access to it full text through one of our databases. If the title of the journal is listed as being in one of our databases, you will need to link to that database and then search for the particular article you want to retrieve.

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.

**To print, email, or save a list of articles in your folder**, click on the “Folder View” phrase or on “Folder” at the very top of the screen. Select the results you wish to print, email, download or export. Then click on your choice of print, email, save to disk, or export (to citation software like EndNote). Note that there can be glitches in saving/emailing/printing the full text from the folder, depending on how the particular computer you are using is set up. To be sure you have the full text of an article, open the full text of each article individually and then print/save/email.

**NOTE: Once you have selected to print, email, or download, you can choose a citation format (e.g., MLA, APA, Chicago, etc.).**

## 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 SocINDEX’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, email, or save icons along the top of the pdf screen (Adobe Acrobat screen). Do not use your browser’s printer, email, or save icons or commands.

## 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:** SocINDEX 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. SocINDEX will NOT show that we own these journals.

To determine if we own the full text of an article (in paper or on one of the databases), click on the “Check Stetson’s Holdings” link, if there is one. If there isn’t a “Check Stetson’s Holdings” link, go to the Library’s home page (<http://www2.stetson.edu/library/>), click on **Journals List**, and search for the journal title. If a journal title is found in this list, the list will tell you whether we have the journal in paper, microform, or in which database you need to search. If the title is not listed, we

do not own the journal or have access to it full text through one of our databases. If it is listed as being in one of our databases, you will need to link to that database and then search for the particular article you want to retrieve.

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:** SocINDEX 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.

If the Library owns the book, to find where the book is located within the Library, check the Library Research Process Guide, <http://www2.stetson.edu/library/researchguide.pdf>. Scroll down to Step Three: Books and Other Cataloged Material: Location Within the Library.

If we do not, 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 sociology the ***American Sociological Association Style Guide***.

**For help with citing sources using the ASA Guide, go to**

<http://www.asanet.org/page.wv?name=Quick+Style+Guide&section=Sociology+Depts>.

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/>