



CCBC LIBRARY

Locating periodical articles in EBSCOHOST databases

EBSCOHOST is a subscription service that allows the user to search several databases simultaneously to locate full-text sources on virtually all topics. It includes many thousands of newspaper, magazine, scholarly journal articles, images and book chapters, in addition to a dictionary. Some of the databases are subject-specific (Nursing, Business, Education, Military and Government), and some cover a wide range of subjects (Academic Search Elite, MasterFile Premier, Newspaper Source).

1. Go to the CCBC Library web page at <http://www.ccbc.edu/library/>
2. Click the "Databases" link on the left pane.
3. At the next page, click the "Connect to EBSCO" link.
4. At the next page, enter your **CCBC e-mail username** (*firstname.lastname@ccbc.edu*) and **password** (the word *Welcome* with a capital W followed by your CCBC student ID #). Your library card number is no longer required.
5. At the next page, click the top link: "EBSCOHost Web."
6. At the "Choose Databases" page, check the boxes next to the databases you wish to search. Read the descriptions and select as many databases as you need. Click "Continue."
7. Click the "Advanced Search" link; enter your search terms in the text boxes; use the drop-down arrow to select a field to search ("Abstract" is recommended). Limit your results to "Full text" so you can read and print your articles off the computer. Click "Search." Or, if you wish, scroll down to view the Search Options to limit your search by date, publication title, number of pages, type of document, etc.

The screenshot shows the EBSCOHost Advanced Search interface. At the top, there is a navigation bar with links for "New Search", "Subject Terms", "Publications", "Images", and "More". Below this, the search area contains three input fields with the following content: "Immigrant*", "detention", and ""human rights"". Each field has a dropdown menu for selecting a search field, with "AB Abstract" selected for the first field. To the right of the search fields are "Search" and "Clear" buttons. Below the search area, there are links for "Basic Search", "Advanced Search", "Visual Search", and "Search History".

The "Search Options" section is expanded, showing various search modes and filters. Under "Limit your results", the "Full Text" checkbox is checked and circled in red. The "Number Of Pages" dropdown menu is open, showing options: "All", "All equal to", "less than", and "greater than". The value "2" is entered in the text box next to the dropdown, and a red arrow points to it.

8. At the next screen, you will see the results of your search. (If you do not get any results, see the librarian).

The screenshot shows the EBSCOhost search results page. The search criteria are: "immigrant*" in "AB Abstract", "AND" "detention" in "Select a Field (optional)", and "AND" "human rights" in "Select a Field (optional)". The results list shows two items:

- Wall Street & Our Campaign to Decriminalize Immigrants.**
By: CERVANTES-GAUTSCHI, PETER. Social Policy, Fall2010, Vol. 40 Issue 3, p3-8, 3p
Subjects: DETENTION facilities; EMIGRATION & immigration; CORRECTIONS; IMMIGRANTS -- United States; HUMAN rights; UNITED States; GEO Group Inc.; CORRECTIONS Corp. of America
Database: Academic Search Elite
Add to folder | Relevancy: *****
PDF Full Text (2.6MB)
- The Return and Removal of Irregular Migrants under EU Law: An Analysis of the Returns Directive.**
By: Baldacchini, Anneliese. European Journal of Migration & Law, Feb2009, Vol. 11 Issue 1, p1-17, 17p; DOI: 10.1163/157181609X410566
Subjects: HUMAN rights; ALIENS (Persons); DEPORTATION; EUROPEAN Parliament

9. Click the article title. That will take you to the article record page, which will show the citation information, the abstract (a summary of the article) and the Subject Terms that apply to it. By clicking on each of those Subject Terms you will be able to find more articles on the topic.

The screenshot shows the article record page for "Wall Street & Our Campaign to Decriminalize Immigrants." The page includes the following information:

- Authors:** CERVANTES-GAUTSCHI, PETER
- Source:** Social Policy; Fall2010, Vol. 40 Issue 3, p3-8, 3p
- Document Type:** Article
- Subject Terms:** *DETENTION facilities, *EMIGRATION & immigration, *CORRECTIONS, *IMMIGRANTS -- United States, *HUMAN rights
- Geographic Terms:** UNITED States
- Company/Entity:** GEO Group Inc., CORRECTIONS Corp. of America
- Abstract:** The article presents an overview of the dangers that are associated with **detention** centers that have been designed and built by companies including Corrections Corporation of America (CCA) and the GEO Group, and have been constructed to detain illegal **immigrants** in the U.S. A discussion of efforts which have been made in the U.S. to gain legal and social **rights** for **immigrants** is presented. Lobbying efforts which **detention** center building companies such as CCA and the GEO Group have made in the U.S. to gain additional business are discussed.
- ISSN:** 00377783
- Accession Number:** 54968534
- Database:** Academic Search Elite

10. On the right side of the screen, you will find the Tools menu, with links to various commands. Click the "Cite" command to see the citation to the article in MLA or APA format.

The screenshot shows the "Citation Format" page. The page includes the following information:

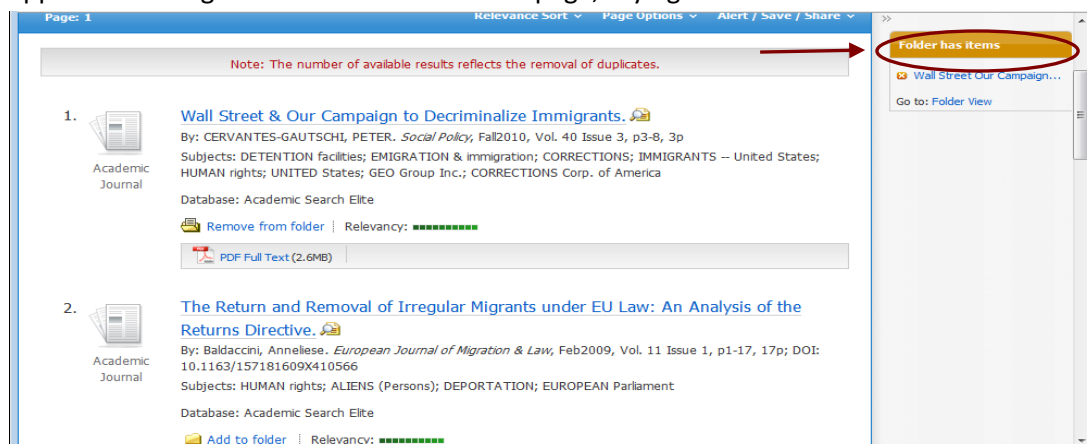
- NOTE:** Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.
- MLA (Modern Language Assoc.):** Works Cited
CERVANTES-GAUTSCHI, PETER. "Wall Street & Our Campaign to Decriminalize Immigrants." *Social Policy* 40.3 (2010): 3-8. *Academic Search Elite*. EBSCO. Web. 9 Sept. 2011.

11. To read the full text of the article, click the "HTML Full Text" or "PDF Full Text" link.

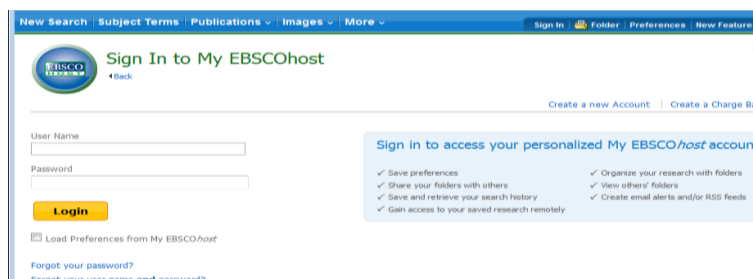
12. To print a PDF file, download the file and click the printer icon. In some articles, the printer icon appears on the toolbar when the pointer is placed over the article.



13. To mark several articles to print or email, click the Folder icon. The article will be saved, and a yellow bar will appear on the right-hand side of the results page, saying "Folder has items"



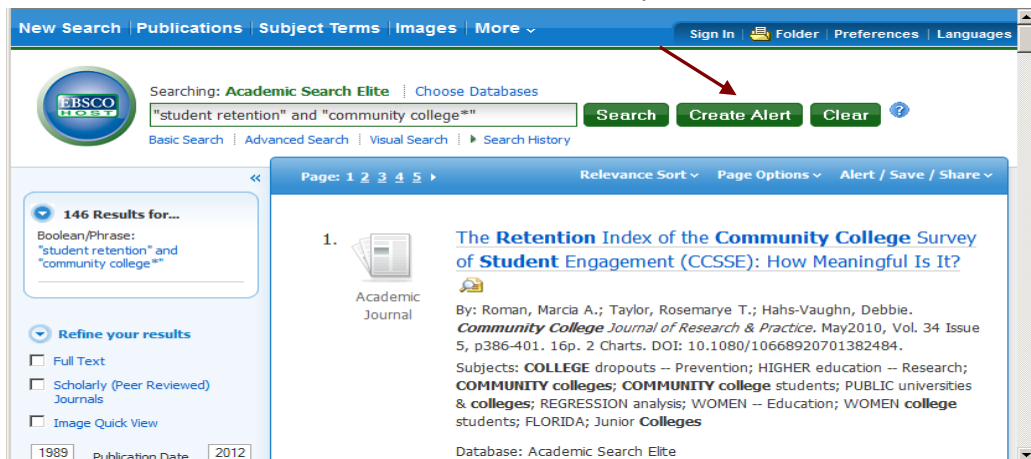
14. To see all the articles you marked, click the "Folder View" link. At this point, you may choose to **print, save** or **email** the articles to your account by checking the boxes for the articles you want and clicking the appropriate links.
15. You may also create a My EBSCOhost account to be able to access the articles in your folder in future sessions.



CREATING EBSCO ALERTS

Another great feature of EBSCOHost databases is the ability to **create an alert** so that you can be notified whenever new articles on a topic of your interest are added to the database. This is a terrific way to keep up-to-date with information on your career field. To create an alert:

1. At the basic search screen, enter the search term for your alert and click “Create Alert”.



2. The “Create Alert” screen will appear. Click the “Sign In” link to create your personal “My EBSCOHost” folder account.

 This screenshot shows the 'Create Alert' screen. At the top, it says 'Create Alert' with a question mark icon. Below that, the search alert is defined as 'Search Alert: "global warming on 2010-07-16 03:19 PM"'. Under the 'E-mail' section, there is a note '(You must sign in to send e-mail alerts. Sign In)' where the 'Sign In' link is highlighted with a red box. The 'General Settings' section includes dropdown menus for 'Frequency' (set to 'Once a day'), 'Articles published within the last' (set to 'One Year'), and 'Results format' (set to 'Brief'). At the bottom, there is an 'RSS Feed' link: 'http://epweb704.epnet.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=247478'. At the very bottom, there are three buttons: 'Save Alert', 'Cancel Alert', and 'Save Alert and Create Another'.

3. Set your alert parameters. To view all options, click the “Advanced Settings” link.

 This screenshot shows the 'Create Alert' screen with advanced settings. The search alert is the same as in the previous screenshot. The 'E-mail' section is expanded to show fields for 'Subject' (EBSCO Alert: global warming on 2010-07-16), 'E-mail from' (epalerts@epnet.com), and 'E-mail to'. There are checkboxes for 'Hide addresses from recipients' and 'E-mail format' (set to 'Plain Text'). The 'General Settings' section is the same as in the previous screenshot. At the bottom right, the 'Advanced Settings' link is highlighted with a red box.

4. Click the “Save Alert” button to save the alert to your folder.
If you have questions, do not hesitate to contact the librarian for help.