Manual de Uso
Base de datos ERIC

SERVICIO DE BIBLIOTECA
The ERIC (Educational Resources Information Center) database is sponsored by the U.S. Department of Education to provide extensive access to educational-related literature. In addition, ERIC provides coverage of conferences, meetings, government documents, theses, dissertations, reports, audiovisual media, bibliographies, directories, books and monographs.

**Subject Coverage**

Major areas of coverage include:
- Adult, Career, and Vocational Education
- Counseling and Personnel Services
- Elementary and Early Childhood Education
- Education Management
- Handicapped and Gifted Children
- Higher Education
- Information Resources
- Junior Colleges
- Languages and Linguistics
- Reading and Communication Skills
- Rural Education and Small Schools
- Science, Mathematics, and Environmental Education
- Social Studies and Social Science Education
- Teacher Education
- Tests, Measurement, and Evaluation
- Teacher Education
- Test, Measurement, and Evaluation
- Urban Education

**Dates of Coverage**

1966 - current

**Update Frequency**

Monthly.

**Size**

Over 1,172,800 records as of October 2005

**Print Equivalent**

*Resources in Education; Current Index to Journals in Education*

**Links to Fulltext**

There are two types of fulltext links that can be set-up:
1. Records from the subfile Resources in Education (sf=rie) have accession numbers beginning with ED and these link to full-text documents on the ERIC web site maintained by the database supplier.
2. Records from the subfile Current Index to Journals in Education (sf=cije) have accession numbers beginning with EJ and these link to electronic journal articles from a number of publishers.

**Thesaurus Availability**

A [thesaurus](#) is available.

**Supplier**

U.S. Department of Education
Institute of Education Services (IES)
Educational Research Information Center (ERIC)
c/o Computer Sciences Corporation
4483-A Forbes Blvd.
Sample Record

TI: Title

AU: Author
Geroy, Gary D; Wright, Phillip C

SO: Source
Performance Improvement Quarterly; v10 n3 p22-36 1997

IS: ISSN
0898-5952

NU: Other Numbers
Clearinghouse: IR535372

AB: Abstract
Presents a concentric research design model based on need for research which transcends individuals' historic or experiential bias concerning choice of study design, tools, and data reduction strategies. Describes the following "rings": theory/knowledge orientation; theory versus applied research; quantitative versus qualitative research paradigms; inquiry archetypes; research study types; data reduction/synthesis tools; and locus of control research. (AEF)

LA: Language
English

PY: Publication Year
1997

PT: Publication Type
080 Journal articles; 141 Project description

DE: Descriptors
Bias; Data Analysis; *Decision Making; Locus of Control; Models; Qualitative Research; *Research Design; Research Methodology; Research Needs; Research Tools; Theories

SF: Subfile
ERIC, Current Index to Journals in Education (CIJE)

AN: Accession Number
EJ547865

Field Codes
The following field codes are found in the records of this database. Here they are listed in alphabetical order by two-letter code.

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Abstract</td>
</tr>
<tr>
<td>AF</td>
<td>Author Affiliation</td>
</tr>
<tr>
<td>AG</td>
<td>Agency</td>
</tr>
<tr>
<td>AN</td>
<td>Accession Number</td>
</tr>
<tr>
<td>AU</td>
<td>Author</td>
</tr>
<tr>
<td>AV</td>
<td>Availability</td>
</tr>
<tr>
<td>CA</td>
<td>Corporate Author</td>
</tr>
<tr>
<td>CO</td>
<td>Country of Origin</td>
</tr>
<tr>
<td>DE</td>
<td>Descriptors</td>
</tr>
<tr>
<td>ID</td>
<td>Identifiers</td>
</tr>
<tr>
<td>IB</td>
<td>ISBN</td>
</tr>
<tr>
<td>IS</td>
<td>ISSN</td>
</tr>
<tr>
<td>LA</td>
<td>Language</td>
</tr>
<tr>
<td>NT</td>
<td>Notes</td>
</tr>
<tr>
<td>NU</td>
<td>Other Numbers</td>
</tr>
<tr>
<td>PT</td>
<td>Publication Type</td>
</tr>
<tr>
<td>PY</td>
<td>Publication Year</td>
</tr>
<tr>
<td>RP</td>
<td>Report Number</td>
</tr>
<tr>
<td>SO</td>
<td>Source</td>
</tr>
<tr>
<td>TA</td>
<td>Target Audience</td>
</tr>
<tr>
<td>TI</td>
<td>Title</td>
</tr>
</tbody>
</table>

Search Tips
Search the Subfile (SF) field to retrieve citations from either of the two printed journals that correspond to the ERIC database. To search for Resources in Education (RIE) or Current Index to Journals in Education (CIJE) add "SF=RIE" or "SF=CIJE" to your search, eg: (elementary education) and sf=rie
Publication Types PT=
Identifies the general type of document. The publication types are as follows:

010 Books
020 Collected Works: General
021 Collected Works: Proceedings
022 Collected Works: Serials
030 Creative Works
040 Dissertations/Theses
041 Dissertations/Theses: Doctoral Dissertations
042 Dissertations/Theses: Masters Theses
043 Dissertations/Theses: Practicum Papers
050 Guides: General
051 Guides: Classroom: Learner
052 Guides: Classroom: Teacher
055 Guides: Non-Classroom
060 Historical Materials
070 Information Analyses
071 ERIC Publications
072 Book/Product Reviews
073 ERIC Digests in Full Text
080 Journal Articles
090 Legal/Legislative/Regulatory Materials
100 Non-Print Media
101 Computer Programs
102 Machine-Readable Data Files
110 Numerical/Quantitative Data
120 Opinion Papers
130 Reference Materials: General
131 Reference Materials: Bibliographies
132 Reference Materials: Directories/Catalogs
133 Reference Materials: Geographic
134 Reference Materials: Vocabularies/Classifications
140 Reports: General
141 Reports: Descriptive
142 Reports: Evaluative
143 Reports: Research
150 Speeches/Meeting Papers
160 Tests/Questionnaires
170 Translations
171 Multilingual/Bilingual Materials
999 Miscellaneous

To search publication type, enter the unique word(s) or just the three-digit number, eg:
pt=080
pt=journal articles

Note: If you search the complete phrase do not include the colon, eg: pt=(reports research)
Quick Search

Quick search provides an easy way to start the search process in CSA Illumina.

Begin by entering a word or phrase into the search field. Then select a subject area or specific databases to search. The subject areas are selected from the pull down menu right below the search field and include the following four broad categories; Arts & Humanities, Natural Sciences, Social Sciences, and Technology.

If you are interested in searching in specific databases, select the subject area and then click on the 'Select Specific Databases' link to the right of the pull-down menu. This enables you to see exactly what databases are available to make specific selections by checking off the relevant databases. To learn more about these features, see Search Areas & Databases.

You can further limit your search using the Date Range pull-down.

Searching is not case sensitive, so you don't need to use capital letters. Multiple words entered into the search field (e.g., health nutrition), will be treated as a phrase. To find all words entered in the search field, you must separate words with AND. To find any words entered in the search field, you must separate words with OR. To learn more about search syntax, see Boolean Operators, Proximity Search, Wildcard Symbols, and Fielded Search.

After you enter in your search term(s) and select the subject area or databases to search, click on the 'Search' button to view your results. The Results page presents a list of records, tools for sorting and refining results, and a Quick Search box at the page bottom that allows you to refine your existing search or begin a new search. To learn more about results, see Search Results.
Advanced Search

Advanced Search makes it easy to perform field-specific searches (e.g., author, title, keyword), construct Boolean queries (i.e., AND, OR, NOT), limit searches by database, publication type and date, and even specify the presentation of results.

On the Advanced Search page, you should see a search strategy area consisting of three rows with three search boxes per row as shown below. For users whose subscription package includes Community of Scholars, search results can be limited to either Published Works or Scholars by clicking on the tabs above the search rows prior to submitting your search.

**Advanced Search – Published Works**

Searching is not case sensitive, so you don't need to use capital letters. If you enter multiple words into one search box (e.g., health nutrition) they will be searched for as a phrase. You can broaden your query by entering words or phrases in the additional search boxes in each row. You can also restrict your search to a particular field using the pull-down menus on the right (see Fielded Search for more). To construct more complex queries, use the pull-down menus on the left to select appropriate Boolean operators (AND, OR, NOT) and for long strategies, click the Add Row link at the top right of the search form to add additional rows of search boxes. To learn more about search syntax, see Boolean Operators, Proximity Search, Wildcard Symbols, and Fielded Search.
To focus your search on a particular subject or database, choose from the Databases pull-down menu below the search strategy area. You can make more specific database selections and see exactly what databases are available by clicking the Select Multiple Databases link to the right of the pull-down menu. To learn more about these features, see Search Areas & Databases.

You can further limit your search by using the Date Range pull-down menu. Additional limits include Latest Update Only, Journal Articles Only, and English Only; some databases have even more limits available. Finally, you can specify the presentation of your results (Short format, Long format, Full - omit refs, and Custom format) with the 'Show' pull-down menu, and choose to look at 10, 25 or 50 results with the 'Results per page' pull-down menu.

After you click the Search button, you'll see a Results page that presents a list of records, some tools for sorting and refining results, and an Advanced Search query form at the bottom of the page that allows you to refine your existing search or begin a new search. To learn more about results, see Search Results.

Advanced Search – Community of Scholars

For users whose subscription package includes Community of Scholars, profiles of active academic scholars are provided as a supplemental resource to enhance your research. Profiles include current contact information, educational background, Website, link to CV, research interests, and verified publication lists, as available.

Searching is not case sensitive, so you don't need to use capital letters. If you enter multiple words into one search box (e.g., health nutrition) they will be searched for as a phrase. You can broaden your query by entering words or phrases in the additional search boxes in each row. You can also restrict your search to a particular field using the pull-down menus on the right (see Fielded Search for more). To construct more complex queries, use the pull-down menus on the left to select appropriate Boolean operators (AND, OR, NOT) and for long strategies, click the Add Row link at the top right of the search form to add additional rows of search boxes. To learn more about search syntax, see Boolean Operators, Proximity Search, Wildcard Symbols, and Fielded Search.

Limit by Country – The Advanced Search defaults to search scholar profiles from all countries, but you can limit your search by selecting an option in the scroll-down menu to the right of 'Country'. To select multiple countries, hold down the CTRL (Control) key on your keyboard after clicking on a country and select additional countries.

After you click the Search button, you'll see a Results page that presents a list of records, some tools for sorting and refining results, and an Advanced Search query form at the bottom of the page that allows you to refine your existing search or begin a new search. Scholar profiles can be sorted by either Relevance Rank or Last Name. To learn more about results, see Search Results.
Keyword Search

Using the pull-down menus in **Advanced Search**, choose the keyword option to search the title, abstract, and descriptors simultaneously. If the database has identifiers, these are searched also.

To search for a single word, enter that word (e.g., seismicity).

If you find too few items, broaden your search using:

The **Boolean Operator** *OR* between related words or words of similar meaning. For example: *biosphere* or *ecosphere* retrieves records containing either term.

If you find too many items, narrow your search using:

The **Boolean Operator** *AND* between words. For example: *mir* and *nasa* retrieves records containing both terms. Specifically, this search is processed as:

\[
\text{TI=}(\text{nasa and mir}) \text{ or AB=}(\text{nasa and mir}) \text{ or DE=}(\text{nasa and mir}) \text{ or ID=}(\text{nasa and mir})
\]

For more details on searching by field, see **Fielded Search**.
**Author Search**

In many CSA Illumina databases, author names are in the format: Last name, Initial(s). Exceptions are listed below.

In the **AU=** field, author names may be entered in any of the following formats:

<table>
<thead>
<tr>
<th>Format</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name only</td>
<td>shaller</td>
</tr>
<tr>
<td>Last name and first name</td>
<td>Shaller, Phillip</td>
</tr>
<tr>
<td>Last name, first name, and middle name</td>
<td>Shaller, Phillip James</td>
</tr>
<tr>
<td>Last name, first name, and middle initial</td>
<td>Shaller, Phillip J.</td>
</tr>
<tr>
<td>Last name with initials</td>
<td>shaller, ph</td>
</tr>
<tr>
<td>Last name with initials and no comma</td>
<td>shaller ph</td>
</tr>
<tr>
<td>For co-authors</td>
<td>walker and cannell</td>
</tr>
<tr>
<td>For works by any of several authors</td>
<td>walker, jm or cannell or smith, rjp</td>
</tr>
</tbody>
</table>

If you are unsure of the full spelling of a name, use the *truncation symbol* *. For example: Robert* retrieves Robert, Roberts, Roberto, Robertson, etc. To find variable letters within the author's name use the * as a *wildcard symbol* within the word. For example: wehm*r retrieves wehmeier, wehmer, wehmeyer, wehmoller, wehmueller, etc. The ? *wildcard symbol* can be used in a similar manner to indicate one, and only one, character per ? within the authors name. Example: Sm?th will retrieve Smyth or Smith. Ste??en will retrieve Stephen or Steffen.

Because a few databases include author first names instead of initials, while others do not standardize the format and carry author names as given in the source publication, we recommend searching the author field of these databases using the surname only.

- Aerospace Database
- AGRICOLA
- Bioengineering Abstracts
- Biotechnology & Bioengineering Abstracts
- Electronics & Communications Abstracts
- Environmental Engineering Abstracts
- ERIC
- Linguistics & Language Behavior Abstracts
- Mechanical Engineering Abstracts
- PsycINFO
- Sociological Abstracts
- Solid State & Superconductivity Abstracts

To narrow a surname-only search, add key subject words or phrases related to the author's area of research.

Example.
au=burger and kw=(solar or photovoltaic)

When searching by an author's surname and initials, please be aware that an author's initials can also be stop words. CSA Illumina stop words include: after, and, before, near, not, or, and within. Search strategies including stopwords will
retrieve zero results, eg: au=Robinson, GE. If you need to search for an author whose initials are a stopword, they must be enclosed in "quotes", eg: au=Robinson, "GE".

This problem is most obvious in databases where the authors' initials are run together and not separated by spaces or periods, eg: Cochrane, MN. Databases where this is the author name format are:

- Aqualine
- Aluminum Industry Abstracts
- ASFA
- Biological Sciences
- Biology Digest
- Biotechnology and Bioengineering Abstracts
- Ceramic Abstracts/World Ceramic Abstracts
- Conference Papers Index
- Computer Abstracts International
- Copper Data Center Database
- Electronics and Communications Abstracts
- Engineered Materials Abstracts
- Environmental Sciences & Pollution Management
- International Pharmaceutical Abstracts
- Internet & Personal Computing Abstracts
- Materials Business File
- Mechanical Engineering Abstracts
- MEDLINE
- Meteorological & Geoastrophysical Abstracts
- NTIS
- Oceanic Abstracts
- Paperbase/PIRA
- Physical Education Index
- Plant Science
- Polymer Library
- Science & Technology Digest
- Solid State and Superconductivity Abstracts
- TOXLINE
- WasteInfo
- Water Resources Abstracts
- WELDASEARCH
**Boolean Operators**

Boolean operators define the relationships between words or groups of words.

<table>
<thead>
<tr>
<th>Use</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND</td>
<td>Narrow search and retrieve records containing all of the words it separates.</td>
</tr>
<tr>
<td>OR</td>
<td>Broaden search and retrieve records containing any of the words it separates. The</td>
</tr>
<tr>
<td>NOT</td>
<td>Narrow search and retrieve records that do not contain the term following it.</td>
</tr>
<tr>
<td>( )</td>
<td>Group words or phrases when combining Boolean phrases and to show the order in which relationships should be considered: e.g., '(mouse or mice) and (gene or pseudogene)'</td>
</tr>
</tbody>
</table>

Note: Search queries containing several operators search in the following order:

( )
NEAR
NOT
AND
OR

To ensure that a search containing different operators performs as you intend, use parentheses: e.g., 'calder and (painting not (sculpture or mobiles))'.


**Proximity Searching**

Proximity searches limit the number of words between your search terms.

<table>
<thead>
<tr>
<th>Use</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Operator</td>
<td><strong>Find words as a phrase</strong>, e.g., life stage transitions retrieves records containing the three words immediately adjacent to one another and in the same order.</td>
</tr>
<tr>
<td><strong>WITHIN</strong></td>
<td><strong>&quot;X&quot;</strong> Find words within a specified radius, e.g., carbon within 3 fiber retrieves records that contain carbon and fiber in any order and within a three word radius of one other. Any number may be used to determine the proximity radius.</td>
</tr>
<tr>
<td><strong>NEAR</strong></td>
<td>Find words within 10 words of each other, e.g., (women near violence) retrieves records that contain women and violence in any order and within a 10 word radius of one other. Note: near is the same as within 10.</td>
</tr>
<tr>
<td><strong>BEFORE</strong></td>
<td>Finds words in a relative order, e.g., social before security. Note: adjacency is not implied.</td>
</tr>
<tr>
<td><strong>AFTER</strong></td>
<td>Finds words that contain words in the relative order specified with the after expression, e.g., scope after science. Note: adjacency is not implied.</td>
</tr>
</tbody>
</table>

Note: Use double quotes " " to search for "near", "before", or "after" as a term or part of a phrase, e.g., "near" death experience.

**Wildcard Symbols**

Wildcard symbols can expand the scope of your search.

<table>
<thead>
<tr>
<th>Use</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td><strong>Truncation</strong>. This expands a search term to include all forms of a root word, e.g., patent* retrieves patent, patents, patentable, patented, etc.</td>
</tr>
<tr>
<td>*</td>
<td><strong>Multi-character wildcard for finding alternative spellings</strong>. Use to indicate an unlimited number of characters within a word, e.g., behavi*r retrieves behaviour or behavior.</td>
</tr>
<tr>
<td>?</td>
<td><strong>Single-character wildcard for finding alternative spellings</strong>. The ? represents a single character; two ?? represent two characters; three ?? represent three characters, and so on. Use within or at the end of a word, e.g., wom?n finds woman as well as women, and carbon fib?? finds carbon fiber or carbon fibre.</td>
</tr>
</tbody>
</table>

Note: Only words with characters equal to the number of ?'s present are retrieved, e.g., cell? retrieves cells and cello but not cell. Three characters are required before truncation, therefore h*ophilia will not function in our database.

Tip: When looking for singular and plural forms of short words that have a common root, such as cell, the truncation symbol may retrieve too many irrelevant words, while the wildcard symbol may retrieve too few words. In such a case, do not use wildcards and instead OR together the forms of the word you want, e.g., cell or cells.
Cited Reference Linking

Cited references index each item from the bibliographies of research publications. Citation databases make it possible to search these cited references. Users can follow a particular cited reference, or cited author, forward in time to find other articles that have also cited that author or work.

Cited references may be useful for a number of reasons:

- locating current research based on earlier research, patents, reports, etc.
- finding how many times and where a publication is being cited
- identifying who is referencing a particular paper
- exploring how a particular research topic is being used to support other research
- analyzing the impact of a publication on other research in the field
- tracking the history of a research idea
- tracking the research of a colleagues, or keeping track of your own research

When available, cited references are included in records in the following databases:

BioOne
Communication Studies: A SAGE Full-Text Collection
Criminology: A SAGE Full-Text Collection
CSA / ASCE Civil Engineering Abstracts
Education: A SAGE Full-Text Collection
Management & Organization Studies: A SAGE Full-Text Collection
Materials Science: A SAGE Full-Text Collection
Mechanical & Transportation Engineering Abstracts
Nursing & Health Sciences: A SAGE Full-Text Collection
Political Science: A SAGE Full-Text Collection
PsycARTICLE
PsycBooks
Psychology: A SAGE Full-Text Collection
PsycINFO (comprehensive coverage of cited references from 2001 forward, some cited references from 1998)
Social Services Abstracts (cited references from all journal articles from 2004 forward)
Sociological Abstracts (cited references from core journals from 2002 forward; cited references from all other journals from 2004 forward)
Sociology: A SAGE Full-Text Collection
Urban Studies & Planning: A SAGE Full-Text Collection
Worldwide Political Science Abstracts (cited references from core journals from 2001 forward; cited references from all other journal articles from 2004 forward)

Where possible, references are linked to abstract records that provide a more complete bibliographic description than the reference alone. Also where possible, references are linked to other items citing the same reference. The [Cited by x] hyperlink retrieves and displays these other items.
Cited references may also be accessed using the References link from the shortened record view.

Cited Reference Linking Across Databases

Subscribers to certain databases that include cited references see added benefit from links to other databases.

Cited reference linking presents data links across the following database groups:

----------------------
Social Sciences Group
With references linked
- from -
Communication Studies: A SAGE Full-Text Collection
Criminology: A SAGE Full-Text Collection
Education: A SAGE Full-Text Collection
Management & Organization Studies: A SAGE Full-Text Collection
Nursing and Health Sciences: A SAGE Full-text Collection
Politics and International Relations: A SAGE Full-Text Collection
Psychology: A SAGE Full-Text Collection
Sociological Abstracts
Social Services Abstracts
Sociology: A SAGE Full-Text Collection
Urban Studies & Planning: A SAGE Full-Text Collection
Worldwide Political Science Abstracts
- to -
ASSIA: Applied Social Sciences Index and Abstracts
BHI: British Humanities Index
Communication Abstracts
Communication Studies: A SAGE Full-Text Collection
Criminology: A SAGE Full-Text Collection
Education: A SAGE Full-Text Collection
ERIC
Management & Organization Studies: A SAGE Full-Text Collection
Nursing and Health Sciences: A SAGE Full-text Collection
Politics and International Relations: A SAGE Full-Text Collection
Psychology: A SAGE Full-Text Collection
Social Services Abstract
Sociological Abstracts
Sociology: A SAGE Full-Text Collection
Urban Studies & Planning: A SAGE Full-Text Collection
Worldwide Political Science Abstracts

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**Engineering and Materials Group**

With references linked
- from -
  CSA / ASCE Civil Engineering Abstracts
  Materials Science: A SAGE Full-Text Collection
  Mechanical & Transportation Engineering
- to -
  CSA / ASCE Civil Engineering Abstracts
  Materials Science: A SAGE Full-Text Collection
  Mechanical & Transportation Engineering Abstracts
  Aerospace & High Technology Database
  METADEX
  Mechanical Engineering Abstracts
  ANTE: Abstracts in New Technologies and Engineering
  BioEngineering Abstracts
  Solid State and Superconductivity Abstracts
  Environmental Engineering Abstracts
  Engineered Materials Abstracts
  Electronics and Communications Abstracts
  Materials Business File
  Aluminium Industry Abstracts
  Computer and Information Systems Abstracts

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**BioOne**

BioOne cited references link to the CSA Natural Sciences Collection, which includes records from Biological Sciences, Aquatic Sciences and Fisheries Abstracts and Environmental Sciences and Pollution Management.

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Cited references in the following databases may link to records in either database.

*PsycBooks*
*PsycINFO*
*PsycARTICLES*
Z39.50

Z39.50 is a network protocol or set of rules governing formats and procedures used by two computers so that they can interact with each other. It allows the searching of databases and retrieval of records from multiple systems without the user having detailed knowledge of how each system works. The current version (Version 3) of Z39.50 is also referred to as North American standard ANSI/NISO Z39.50-1995, or as the matching international standard ISO Z3950:1998.

Our Z39.50 implementation is compliant with much (but not all) of the Level 1 specification of the Bath Profile. Searching capability includes author name, title, subject, anywhere, publication year, and standard numbers such as ISSN and ISBN.

Below are the specifications for configuring your Z39.50 client software. Please note that access is also authenticated by the IP address assigned to your CSA Illumina account.

**Host Specifications**
Domain Name: Z3950.csa.com
Port Number: 210*
Include your CSA-assigned CSA Illumina username/password
*if your network is using a firewall, make sure the firewall has port 210 enabled.

**Database Specifications**
Record Type: SUTRS (Simple Unstructured Text Record Syntax)
Character Set: Latin 1

Find the Database Names

**Bib-1 Attributes (fields for searching)**

With most Z39.50 clients, only the Use attribute is mandatory. The Relation, Position, Structure, Truncation, and Completeness attributes will be automatically determined by our Z39.50 server if none are specified by the client. You may go to our complete list of attributes for CSA supported Bib-1 searches if you need to enter each search attribute separately.

**Use Attribute:**

<table>
<thead>
<tr>
<th>Use</th>
<th>Value</th>
<th>Equivalent CSA IlluminaField</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>4</td>
<td>TI= Title</td>
</tr>
<tr>
<td>Subject heading</td>
<td>21</td>
<td>KW= Keyword (TI=Title, AB= Abstract, DE= Descriptors, ID= Identifiers)</td>
</tr>
<tr>
<td>Date of publication</td>
<td>31</td>
<td>PY= Publication Year</td>
</tr>
<tr>
<td>Author</td>
<td>1003</td>
<td>AU= Author</td>
</tr>
<tr>
<td>Identifier--standard</td>
<td>1007</td>
<td>CD= CODEN, CN= Call Number, IB= ISBN, ID= Identifiers, IS= ISSN, LC= LC Control Number, NU= Other Numbers, PN= Patent Number, RP= Report</td>
</tr>
<tr>
<td>Location</td>
<td>Code</td>
<td>Field Location</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
<td>----------------</td>
</tr>
<tr>
<td>Any</td>
<td>1016</td>
<td>All fields</td>
</tr>
<tr>
<td>Anywhere</td>
<td>1035</td>
<td>All fields</td>
</tr>
</tbody>
</table>

Number, SN= Standard Number
Search Tools

CSA Illumina provides several tools to precisely locate records:

1. Combine Searches
2. Alerts
3. History
4. Command Search
5. Thesaurus
6.Browsable Indexes
Combine Searches

Combine Searches enables you to combine results from two or more searches from the current search history, or combine the results of current searches with new search terms. Use **Boolean Operators** "AND" or "OR" to combine searches.
Alerts

A saved 'Alert' will be used to automatically search your selected databases for new content every week. After creating a personal account, you will receive an email message that contains up to 250 new records from each database that has new matching content. To set up a new Alert:

1. Run a search strategy in your selected database(s).
2. Click Search History.
3. Choose a search strategy (for example #3), then click 'Save as Alert'.

![Image of search history and alert setup process]
4. Enter your email address and password, then click 'Continue'. If you are a new user to 'Alerts', then click 'New User? Create a personal profile'.

5. Choose the format that you want your results emailed (Short format, Full format, Full—omit refs, or Custom format).

6. You may choose to delimit your citations by Journal Article only or English only.

7. You may also deselect database(s) from the search query, or enter comments to appear with the search results when emailed.

8. Click 'Save as Alert'.

**Saved Alerts**

Saved Alerts will be listed in reverse chronological order. An Alert remains in effect for six months. Shortly before the six-month period concludes, you'll receive an e-mail from CSA with the option of continuing or deleting the Alert. However, you can renew an Alert at anytime. You can also edit an Alert's search strategy; run a search based on the Alert's search strategy; or delete an alert.

To view previously saved Alerts, click the Alerts button. If prompted, enter your email address and personal password you used to save your Alerts, then click Continue. Your Alerts will be listed in reverse chronological order. You can choose to Edit a strategy, delete an Alert, or Run Search.
Search Alerts

Alert #12 (Expires 2005-06-01)
autism
Format: Short format
Databases: ATLA Religion Database
BHI: British Humanities Index
Linguistics and Language Behavior Abstracts

Alert #11 (Expires 2005-05-01)
da vinci
Format: Short format
Databases: ARTbibliographies Modern
ATLA Religion Database
BHI: British Humanities Index
DAAI: Design and Applied Arts Index

Alert #10 (Expires 2005-05-01)
art house

Click Edit:
1. Make changes to format, select or deselect 'Journal Articles Only' or 'English Only', deselect databases, or add comments.
2. Click 'Update Alert'.

**Journal Issue Alerts**

From the Browse tab, users may create journal issue alerts for any full-text journal that this is hosted on CSA Illumina. You will only see this feature if your institution subscribes to SAGE Full-Text Collections, PsycARTICLES, or BioOne. Users will be notified by email when the newest volume of a particular title has been added to the full-text collection.

Selecting the 'Table of Contents' link from a full-text record from the SAGE Full-Text Collections, PsycARTICLES, or BioOne will also take you to the Browse tab.

1. Select a journal from the Browse tab.
2. Then click the 'New Issue Alert' link for the chosen journal or select a specific volume and then click the 'New Issue Alert' link.
3. Enter your email address and password, and then click 'Continue'. If you are a new user to 'Alerts', then click 'New User? Create a personal profile'.
4. After accessing your profile, you will see your saved journal issue alert. From this view you may view the latest table of contents, view the archive, or delete the journal issue alert.
5. After closing your profile, you may use the 'Journal Issue Alert' link in the Search History tab or Alerts tab to return to your saved alerts.
History

Click this tab to see a list of the searches during your current session in CSA Illumina. Up to fifty current searches are displayed in sequence. When a fifty-first search is submitted, the first search in the sequence will be dropped.

From the History page, you can Edit a search; Save a search by creating a personal account or logging into an existing account (this can be the same account used to save an Alert); Delete a search; Return to Search (clicking this takes you to the search results page with the search strategy) Run the Search; or Save the search as an Alert. You can also combine a search at the bottom of the page (See 'Combine Searches').
Command Search

Located within the Search Tools area, Command Search enables you to enter a complete search strategy in the command-line search box, using Boolean Operators, Field Codes, Wildcard Symbols, and Proximity Search.

A pull-down menu below the large search query box allows the quick insertion of any of the fields indexed in the current database(s) being searched. Simply move the cursor where you want to insert the field, then click insert. Now insert a search term(s) to the right of the field.

Example:

This search would retrieve records with “predator” in the Keyword (KW=) field that were published in 1999 (PY=) in journals (PT=). Any of the fields indexed in a database can be used to construct a command search. Check the fact sheets for individual databases to learn which fields are indexed.
Fielded Search

There are a large number of possible field codes to search in CSA’s databases. Searchable fields vary from database to database, but some common fields include:

**AB** = Abstract
**AU** = Author
**CA** = Corporate Author
**CF** = Conference
**CL** = Classification
**DE** = Descriptors
**ED** = Editor
**ID** = Identifiers
**KW** = Keywords
**PT** = Publication Type
**SO** = Source
**TI** = Title

To search using field codes, do not put a space after a field code before the equal sign:

- `ti=science` **correct**
- `ti= science` **correct**
- `ti =science` **incorrect**
- `ti = science` **incorrect**

The examples given below apply to most, but not all, databases. Search examples can be performed using Quick Search, Advanced Search, or Command Search.

The best way to learn which field codes apply to a specific database is to look at factsheet for that database; each factsheet contains a list of field codes indexed.

**Abstract, AB=**

The abstract includes key points of the source article. Most records have abstracts and when available, authors' abstracts are used, although they may be edited to CSA style. Every word is searchable; however, to find precisely what you want, use only distinctive words and phrases, eg:

```
ab=(global warming) and ab=(north america or canada)
```

**Author, AU=**

This field contains the name(s) of the author(s) of the source document. Generally, the first 14 authors are listed per record, but in some cases users will find that all authors are indexed. Names are usually in the format of Author, AB, eg:

```
au=jackson, tm
```
Do not attempt to search for suffixes such as "Sr." or "III" or titles such as "Dr." -- they may not have been in the original document and even if they were, they are usually not included at the indexing stage.

Some of the computer science and engineering databases include first names. Because you will not know before you start searching whether first names or initials are used, you may want to do a test search first, display any record and look at the format of the author name. If first names are included, you can add them to your search, eg:

\texttt{au=jackson, robert a}

\texttt{au=jackson, g. Robert}

Another approach is to try entering both initials and first name. This can be done in either of two ways, eg:

\texttt{au=jackson, tm or jackson, thomas}

\texttt{au=jackson, (r or robert) thomas}

For hyphenated names or initials, enter the name with the hyphens, eg:

\texttt{au=Gray-Owen, SD}

\texttt{au=El-Ghobarey, A}

\texttt{au=Yu, R-H}

Note: First names and initials are not necessary; it is often sufficient to search only for a last name.

In some records, an author's name is followed by an *. This means that the organization and address in the Author Affiliation field belongs to this author. You cannot search for this * because the search engine uses this symbol to truncate words.

For patent records, the name in the Author field is that of the inventor (and the name in the Corporate Author field is the holder of the patent).

\textbf{Corporate Author, CA=}

This is the name of the organization that has produced the original source document. This field is often present when there is no personal author field. However, for patent records, the name in the Corporate Author field is the patent holder (and the name[s] in the Author field is the inventor). To search this field use the distinctive parts of the name and do not search for designations such Corp, Co, Company, Ltd. etc, eg:
Often, the city and country are also provided; in older records the following abbreviations may still be seen -- FRG for the former West Germany; GDR for the former East Germany, and USSR for the former Union of Soviet Socialist Republics.

The CA= field is not present in METADEX, Engineered Materials Abstracts (and its component subfiles) and Materials Business File, where for patent records, it can be inferred that the name in the Author Affiliation field is the patent holder.

**Classification, CL=**

The classification codes and descriptions are broad subject headings that are specific to various databases. For example, SW 0850 is the classification code used in Water Resources Abstracts to denote that the source document is primarily about lakes. Due to the interdisciplinary nature of much of the material covered, one record may have several classifications. If you are already familiar with the database or have a code from a previous search and wish to find similar records, place the code or descriptive word(s) in the query box, eg:

cl=(sw 0850)

cl=(water quality management)

cl=(crystal properties)

cl=14640

**Conference, CF=**

This field provides the name of the conference and where and when it occurred; it is generally edited to CSA style, eg:


All these words are searchable, but for faster retrieval, ignore the common words such as "annual or "annu" or "meeting" and search for the distinctive elements only, eg:

cf=(benthic ecology and columbia and 1996)
Note: you will get the same results if you enter these statements with parentheses around the selected terms:

\[
\text{cf=(chlorinated dioxins and japan)}\]

Records retrieved include the papers presented at the particular meeting and the "master record" for the complete proceedings. If you just want the master record, use the TI= field as well, and AND the results together to produce the final result, which in this case is one retrieved record:

\[
(\text{ti=benthic ecology and columbia and 1996}) \text{ and } (\text{cf=(benthic ecology and columbia and 1996)})\]

Note: in pre-1994 conference master records in METADEX and Engineered Materials Abstracts (and its component subfiles) the CF= field often contains only the location and date of the conference and not the name of the conference, which instead, is only to be found in the Title, TI=, field where it usually does not have the location or date. To find such records, use conference name words in the TI= field and place and date in the CF= field, eg:

\[
\text{ti=investment casting and cf=(czech republic and 1993)}\]

**Descriptors, DE=**

This field contains indexing terms taken from a thesaurus or controlled vocabulary. These descriptors may be single or multi-word terms and serve as standard ways to describe the subject of the original document. They may refer to very specific items or to general concepts; often the word or term is not to be found anywhere else in the record, including in the title or the abstract, so a descriptor provides another access point or search term for finding information. If you are already familiar with the vocabulary used to index a particular database or can easily refer to it, searching this field retrieves focused results. To search it use DE= and when looking for several multi-word terms, use parentheses around each term and the **Boolean Operator** OR between, eg:

\[
\text{de=(ternary systems) or de=(phase diagrams)}\]

Due to the multidisciplinary nature of CSA source material, one record can appear in several databases and has descriptors assigned from different vocabularies. For example, a record in the Biological Sciences database may also "belong" to ASFA and all descriptors are displayed:
DE= sea grass; specificity; Labyrinthula; pathogens; organism; morphology; World Oceans; decomposers; host specificity; seagrasses

In this example, "sea grass" is the descriptor from the ASFIS Thesaurus, which is used to index the ASFA records, while "seagrasses" is the descriptor from the CSA Life Sciences Collection Thesaurus.

Hint: if the term you are looking for could be one word or two words, singular or plural, use the Boolean Operators OR between options and use truncation, eg:

```
de=(sea grass*) or de=seagrass*
```

**Editor, ED=**

In most CSA databases, editors of books and conference proceedings appear in this field and are formatted in the same way as author names, ie, Lastname, AB. Search this field using ED=, eg:

```
ed=(Boxshall, GA and Schminke, HK)
```

If the name or names are distinctive you do not need to include the initials, eg:

```
ed=(Boxshall and Schminke)
```

**Identifiers, ID=**

This field contains subject terms not included in the controlled vocabulary but considered by the indexer to be extremely relevant to the record. They may be single word or multiple word terms. Since identifiers are not selected from the controlled vocabulary, different synonyms for the same subject may appear in this field, as well as abbreviations and acronyms. Also, company names, trademarks, the names of legislative acts, government policies and new and up-coming methods and procedures are often assigned as identifiers. Like descriptors, these terms may not appear in the title or abstract, and therefore serve as additional ways to focus your search. Use ID= followed by the words you want to look for in parentheses, eg:

```
id=(Exxon Valdez)
```

```
id=(atomic force microscopy or afm)
```

```
id=mcdonaldization
```

Hint: although this field is searchable, when you are looking for something very specific, such as references to the Endangered Species Act, you will generally get the same results by not restricting your search to the ID= field; choose 'anywhere' from the drop box of field codes or simply enter the
term(s) in the command line search box. When there is no field tag specified all fields are searched, eg:

**endangered species act**

The Identifiers field may have more value when you are looking for activities or mentions of an organization and you do not want all fields to be searched, because you may retrieve irrelevant records where the organization name is, eg, the affiliation of the author or sponsor of a conference. In these cases, searching the ID=field can be useful:

**id=(World Health Organization or WHO)**

**Keyword, KW=**

This search strategy simultaneously searches the Title (TI), Abstract (AB), Descriptor (DE), and Identifier (ID) fields.

**KW=(neoliberalism)**

**KW=(neoliberalism OR globalization)**

**KW=(neoliberalism AND labor)**

**KW=(labor AND wages) AND KW=(globalization OR neoliberalism)**

So the following keyword search:

KW= bilingual* AND teach* equals:
(TI= bilingual* OR AB= bilingual* OR DE= bilingual*) AND (TI=teach* OR AB=teach* OR DE=teach*)

And this keyword search:

KW=(bilingual* AND teach*) equals:
TI= (bilingual* AND teach*) or AB= (bilingual* AND teach*) OR DE= (bilingual* AND teach*)

Additionally, databases that have the following fields will also be searched when Keyword is selected:

OT Original Title
SA Subject/Artist
NM Non-Polymer Material
SX Supertaxa
SY Systematics

**Publication Type, PT=**
Records are categorized by the generic type, physical form or medium of the original source document, such as "Journal article", "Conference," etc. The following terms are searchable using PT= . Publication types that are not seen frequently are noted, and those marked with an * are only to be found in the CSA High Technology Research Database and its component subfiles:

- Abstract [ie, source document is abstract only]
- *Announcement [ie, an announcement about a new book]
- Bibliography
- Book
- Book chapter
- Computer file [infrequent]
- Conference
- Conference paper
- Dictionary [infrequent]
- Dissertation
- Drawing [infrequent]
- Film [infrequent]
- *Handbook [infrequent]
- Journal article
- Law or statute
- Map
- Monograph
- Numerical data
- *Pamphlet [infrequent]
- Patent
- *Preprint [infrequent]
- Report
- Review
- Sound recording [infrequent]
- Standard
- Summary [ie, source document is abstract only]
- Training manual [infrequent]
- *Translation

There can be more than one publication type listed, so if, eg, you want journal articles that include extensive reviews of a subject, enter:

```
pt=(journal and review)
```

**Source, SO=**

This field contains bibliographic citation information. If the record describes a journal article, the source field for most CSA databases contains the abbreviated journal title. To search for a particular journal title you must therefore know the abbreviation name. To find the correct form of the abbreviated name, look in the Serials Source List, which is located in the database’s fact sheet. For example, if you are searching ASFA and want **Fish and Fisheries**, go to the Serials Source List for ASFA, where you’ll find:

**Fish and Fisheries**, (Fish Fish.), 1467-2960
Copy “Fish Fish.” (you can use the browser's Edit function) and paste it into the query box, prefaced by the SO= field tag and adding the parentheses because there are multiple words:

```
so=(Fish Fish.)
```

For articles published in 1993 or later, the ISSN can be searched. (For “Fish and Fisheries,” or “Fish Fish.”, the ISSN is 1467-2960.) Again, from the Serials Source List search, you can copy and paste to place the actual ISSN number in the query box:

```
is=(1467-2960)
```

In METADEX, Engineered Materials Abstracts (and its component subfiles) and Materials Business File, full journal names appear consistently in records from 1995 onwards. Search for these using the most distinctive words and omit common terms such as "journal," eg:

```
so=(materials science and technology)
```

A source need not be a journal article. Conference proceedings also frequently populate the Source field:

```
SO=Proceedings of the 38th Conference of the International Association of Great Lakes Research
```

**Title, TI=**

This field contains the title of the source document in English. Non-Roman titles are transliterated into English as well. Non-English titles appear in the Original Title, OT=, field.

To search for words that may appear in a document title, enter distinctive words in the TI= field, eg:

```
ti=gibbs energy and nickel chromite
```

```
ti=asynchronous transfer mode
```

```
ti=principal components analysis and dibenzofurans
```

```
ti=(organic chlorine or chlorinated dioxins) and (lake sediments)
```

Hint: when mixing Boolean Operators OR and AND in the same search statement, it is good practice to enclose the words or phrases in parentheses so the correct terms get ORed and ANDED together. In the last example above, you want to make sure that the "organic chlorine" gets ORed with "chlorinated dioxins" and the result ANDED with "lake sediments"
rather than have "chlorinated dioxins" ANDed first with "lake sediments" and then that result ORed with "organic chlorine" - the final retrieved results would contain many irrelevant records that would have nothing to do with lake sediments.
**Thesaurus**

CSA Illumina's Thesaurus enables you to search and browse thesauri available for particular databases.

Using the Thesaurus, you can browse for terms via a hierarchical, alphabetical, or rotated index display. These display formats allow you to navigate the thesaurus alphabetically or through the hierarchical relationships between terms. After finding appropriate terms, you can submit a search for those terms in the database Descriptors field.

There are many thesauri available to support your database searching. Your thesaurus choice(s) are determined by the database(s) selected, and are displayed in a drop down box. More than one thesaurus may apply to your selection, but you can search only one at a time.

To use the thesaurus, enter a term into the search field, select a display option, then click the Go button. There are three display options for your thesaurus search results:

**Alphabetical Index**

The Alphabetical display produces a simple alphabetized list of terms, with selection boxes beside valid, preferred terms. There are no boxes beside terms that if searched would not retrieve any results. You can still click on these hyperlinked terms to display the full thesaurus entry and discover which terms to use instead.
Thesaurus (Hierarchical)

The Thesaurus display shows the hierarchy of the term and relationships to the other terms, and you may click on hyperlinked terms to navigate the thesaurus. Broader terms, narrower terms, related terms and use/use for instructions are listed in this display. Previous and next terms are also included. The [+ ] symbol appears next to terms that contain narrower terms within their hierarchy. Scope notes, which are brief statements of the meaning or usage of a term, and history notes also display, where relevant. The explode capability searches for the marked term and all its narrower terms.

When you are ready to search for the term within your selected database(s), mark the boxes next to the desired term(s), then click on the Go button on the left side of the screen. The same search functions available in the Quick Search and Advanced Search and Command Search, including limits, date range, sorting, and display options can be used to modify a Thesaurus search.
Rotated Index

The Rotated Index (which is often called a permuted index) displays an alphabetical list of all thesaurus terms containing a selected word. This word can occur anywhere within a thesaurus term and it does not have to be the first word. You can only search for a single word, not a phrase, in the Rotated Index. This display also shows the [+] symbol beside terms that have narrower terms, and provides related terms and scope notes, where relevant. To see the full hierarchy and relationships, you can click on the hyperlinked term.
Indexes

A browsable index is an alphabetical listing of terms used in a specific field of a database. You can browse this list to see, for example, various spellings of author names, what types of publications are covered by a particular database, or the names of journals indexed in a certain database. After finding appropriate terms, you can then submit a search for those terms.

Use the drop-down box to specify which database index to browse. Each database has its own unique author name index. Most databases have a publication type index, and a few databases have a journal name index.

In the search field, enter an author last name or term, or partial spelling of a last name or term, and click the Go button. Twenty terms are displayed in an alphabetical list, with your term or word in the middle. This allows you to see similar spelling variations that may also be of interest:
Navigate through the list of index terms using 'Next' and 'Previous' buttons or jump to another part of the index term list by entering another term in the search field. Mark the check boxes to select terms for searching. Click the 'Go' button on the left navigation area to submit a search of index terms, and click either the radio button 'AND' to narrow or 'OR' to broaden.

**Remember Terms**

Click 'Remember Terms' each time you check boxes on a page to keep a list of the terms you want to search.

At this point, you have several options: you can de-select terms if you wish; you can submit your search by clicking on the 'Go' button on the left navigation area, or you can resume browsing by clicking the 'Previous' or 'Next' button.

When searching by an author's surname and initials, please be aware that an author's initials can also be stop words. CSA Illumina stop words include: after, and, before, near, not, or, and within. Search strategies including stop words will retrieve zero results, e.g., au=Robinson, GE. If you need to search for an author whose initials are a stop word, they must be enclosed in "quotes", e.g., au=Robinson, "GE". This problem is most obvious in databases where the authors' initials are run together and not separated by spaces or periods, e.g., Cochrane, MN.
**Search Results**

The Results page presents a list of records, some tools for sorting and refining results, and a search interface at the page bottom that allows you to refine your existing search or begin a new search. Below is a list of all search result features:

1. Search Results Display
2. CINDAS
3. Community of Scholars
4. COS Funding Opportunities
5. Duplicate Records
6. Sort Results
7. Show Record Format
8. Locating Documents
9. Save, Print, Email, Export
10. QuikBib
11. Edit Search
1. SEARCH RESULTS DISPLAY

Combined List and Expanded Database List

By default, results appear in a combined list of databases. To show the results for each database, click on the + sign next to the number of results and search the query statement. The expanded list provides the name and amount of records retrieved from each database. You can then limit your results by database by clicking on the hyperlinked numbers to the left of each database name.

Click on the - sign to return to the combined list.
The results page automatically separates the results into resource types. The first set of tabs across the top of the results includes these resource types, from bibliographic resources (journals, peer-reviewed journals, etc.) to non-bibliographic resources like Scholars, Funding Opportunities, and Web Sites.

The default view is the 'Published Works' tab. To limit your search by resource type, select one of the tabs. When a tab is selected, it will be highlighted.
Publication Type Tabs

The results page automatically separates the results into publication types. They are listed in tabs across the top of the results. Some of the publication types are journals, peer-reviewed journals, conferences, web sites, books, book chapters, essays, and reports.
The default view is the 'All Publication Types' tab. To limit your search by publication type, select one of the tabs or click on More Publication types to see a complete list. When a tab is selected, it will be highlighted.

Below are brief descriptions of each publication type:

**All Publication Types**

In October 2005, the "All" tab was renamed to "All Publication Types" because of the introduction of the [Scholars](#) tab that denotes information about individual
scholars and is not limited to published works. The results total under **All Publication Types** includes publications grouped under all other published work categories and does not include totals from the **Scholars** and **Web Sites** tabs. The published works tabs are not mutually exclusive, e.g., a journal article that is the result of a presentation at a conference, could score a hit under the **Journals**, **Peer-Reviewed Journals**, and **Conferences** tabs (as well as, of course, under **All Publication Types**).

**Journals**

Scholarly journals are the predominant publication type for articles and other published items indexed in the databases of CSA Illumina. The **Journals** tab contains material that is very loosely defined as serially or periodically published and may include trade publications, magazines, newspapers, newsletters, and even monographic book series that have ISSNs.

**Peer-Reviewed Journals**

Scholarly periodicals which require that each article submitted for publication be judged by an independent panel of experts (scholarly or scientific peers). Peer-reviewed journals can be identified by their editorial statements or instructions to authors. We use the *Ulrich’s Directory of Periodicals* to assign the peer-reviewed status, if that information is not already provided by the database publisher.

**Scholars**

This tab indicates the number of scholars in the results set for which there is more detailed information, such as affiliations with links, personal web site, curriculum vitae, description of research interests, and additional publications. These data are retrieved from the companion product **Scholar Universe**.

**Conferences**

For published proceedings, individual abstracts, and entire presentations at meetings, congresses, conferences, symposia, colloquia, seminars, workshops, round tables, and other professional gatherings.

**Web Sites**

The editors at CSA have researched academic, governmental, scientific and technical web resources, selected the most useful portions of the web sites and indexed them to compile the growing database of web resources. All links are checked monthly to ensure that every URL is current. We average a rate of less than 1% dead links. Web sites must originate from a reputable source and not appear to be ephemeral. Furthermore, editors avoid sites with an obvious political agenda, although this may be somewhat difficult when monitoring sites that would be of interest to students of political science and history. Lastly, the URLs must provide immediate access to the web information.

**Books**

Books are any publications that are not serials. In cataloging usage, a book or monograph is usually on a single subject or related subjects and is complete in itself, whether constructed of chapters, sections, or parts. Most modern books have
an ISBN (or multiple ISBNs when published in different countries or different bindings.)

**Chapters/Essays**

**Chapters**: main divisions of a relatively lengthy piece of writing, such as a book, that is usually numbered or titled.

**Essays**: Works consisting of collections of papers or interpretive literary compositions not previously published.

**Book reviews**

Works that consist of critical analyses of books or other monographic works.

**Reports**

Works giving details of the results of an investigation or the transactions of a group. These are usually monographic in nature, i.e., published once as a standalone publication, although they may also be part of series that has an ISSN, in which case a hit may be scored under both the **Journals** and **Reports** tabs. Reports are not generally peer-reviewed; they are often regarded as being part of the "grey literature". Note: Articles in journals that report on the current state or current position of research and development are generally categorized under the **Journals** tab.

**Dissertations**

Theses and other works consisting of formal presentations made usually to fulfill requirements for an academic degree.

**Patents**

Works consisting of documents granted by a government giving exclusive rights to an inventor or assignee to manufacture, use, or sell an invention for a certain number of years. If we ever cover standards in any depth, this tab will be renamed to "Patents & Standards".

**Maps**

Works consisting of representations, normally to scale and on a flat medium, of a selection of material or abstract features on the surface of the earth.

**Catalogs (Catalogues in UK)**

Exhibition catalogs published by a museum or gallery on the occasion of an exhibition. Usually consist of photographic reproductions of the works on show, as well as one or more essays on the artist(s), theme(s), or the curation or hang of the exhibition itself. Note: This category does not refer to library catalogs.

**News**

Works consisting of an announcement or statement of recent or current events of new data and matters of interest in any field. Examples include press releases, and
newspaper articles (which may, depending on the database, be categorized under the *Journals* tab.)

**Other**

Any published work that is not classified within other categories may fall under "other." Examples include audio recordings, video recordings, etc.

**Results/Page**

At the bottom of the results page, you may also select the number of results per page (10, 25, or 50) from the 'Results per page' pull-down menu.

**Navigate Through Search Results**

At the bottom of the search results page, an additional search box is available to refine your original search or submit a new search. Simply enter in the information and click the 'Search' button to retrieve your new set of results.

Also available at the bottom of the page is a navigation menu. The navigation feature allows you to view another page of records or to use the Record # box to go to a specific record number.
2. COMMUNITY OF SCHOLARS

Scholar Tab
Scholar Profiles
Co-Scholars Tab
Community Tree

Scholar Tab

For users whose subscription package includes Community of Scholars, profiles of active academic scholars are provided as a supplemental resource to enhance your research. Click on the Scholars tab in the top row of resources across the top of your search results to access scholar profiles.

A listing of relevant scholars working in the subject area searched is displayed, with direct links to full Scholar Universe profiles. You can sort the listing of scholars by relevancy ranking or by last name.

The following databases contain citations that have been linked to Scholar Universe Profiles:

- ASFA: Aquatic Sciences and Fisheries Abstracts
- Biological Sciences
- Biotechnology and Bioengineering Abstracts
- CSA Engineering Research Database
- CSA High Technology Research Database with Aerospace
- CSA Materials Research Database with METADEX
- CSA Technology Research Database
- Environmental Sciences and Pollution Mgmt
- Materials Business File
- Sustainability Science Abstracts
Scholar Profiles

- Scholar Universe profiles include current contact information, educational background, Website, link to CV, research interests, and verified publication lists, as available.
- To see unverified publications for the selected scholar, you can click on the author name (as indicated above) to perform an author name search in your currently selected databases.
- Click on the Scholar Icon beside an author name in the results list or record view to access a full Scholar Universe profile.

Co-Scholars Tab

The Co-Scholars tab indicates that verified scholar profiles are available for co-authors of the selected scholar. Note: Some co-authors may not have a verified Scholar profile in the database and therefore do not appear as Co-Authors.

Community Tree

Your search strategy also automatically provokes a search in a cross-disciplinary collection of scholar profiles called the Community Tree. Disciplines include:

- Agriculture
- Allied Health
- Applied Science
- Architecture
- Arts
- Business
- Education
- Engineering
- Environmental Science
- Humanities
- Law
- Mass Communication
- Medicine
- Natural Science
- Social Sciences
- Theology

Click on the (+) plus sign next to the major disciplines to see further sub-categories.

The number in parentheses next to the discipline and/or sub-discipline indicates the number of scholar profiles available for that category. Click on a hyper-linked term to see the scholar profiles for that category.
3. **DUPLICATE RECORDS**

When navigating through your results, if duplicate records have been found, you will see a message above the navigation pane that states, "Duplicates have been removed." You may then select to "Show the duplicates" or "Hide the duplicates." The default is to hide the duplicates.

The removal of duplicates is a dynamic de-duping process that removes the duplicates before the results are displayed on the results page. For example, receiving the "Duplicates have been removed" message does not necessarily display the duplicates on that page. The duplicates could have been detected several pages ahead of the current results page.

When viewing the duplicates, the duplicate records will appear next to each other on the results page. CSA Illumina's preference for removing duplicates is based on a proprietary algorithm that favors the most complete record.
4. **SORT RESULTS**

There are two options for the sort order of the search results: Most Recent First and Relevance.

Sorting by Most Recent First presents results in reverse chronological order by publication date.

Sorting by Relevance presents the most relevant results first. The relevance is determined using the first eight terms in the descriptor field. The records containing the search term within the descriptor field will be listed first.

The sort order may be changed by using the pull-down menu on the search results page below the publication type tabs.
5. SHOW RECORD FORMAT

You may choose a preferred record format for your displayed result list and for your list of results captured using the 'Show' pull-down menu at the navigation pane. You may also modify the record view through the Save, Print, Email, or Alert functions.

Format options include:

- Short Format - to show the title, author, source fields, and also an abbreviated abstract
- Full Record - to show all fields in the record
- Full Record (omit references) - (offered only when searching a database that includes cited references)
- Custom Fields - to show your selected fields

The default option is short format. Use the pull-down menu to change the record format, then submit a Search or click the 'Go' button to view results in the new format.

Through the Full Record view, you have the ability to perform a new search by marking descriptors and using the hyperlinked fields to do a lateral search. A lateral search will search for the terms across the current databases you have selected to search on.

When marking the descriptors in the Full Record View, select the Boolean operator AND to narrow the search and OR to broaden your search.

You may also run a lateral search by selecting on any of the hyperlinked terms in the record. Hyperlinked terms often include the descriptors (on the short record view) and the author's name.
To the right of each result you'll see a list of hyperlinked descriptors used to describe the subject of that document.

Descriptors:
DNA | Food | Higher Education
Genetics | Eating Habits
Science and Society | More...

Select one to view a list of other records tagged with that same descriptor.

Choose the custom fields option to select desired fields specific to your needs. From the custom fields window, you can choose fields that are common to two or more databases, and fields that apply to one specific database. Mark the fields you want to include in your results then click Submit to set your choices. Submit a Search or click the 'Go' button to view results in your custom format.
6. LOCATING DOCUMENTS

Several locating options are available for each record in the results list. You can click on the title or select 'View Record' to view the complete record. Depending on what's available for each record, you may also be able to view Cited References, the Table of Contents, the Full-Text of the document, or an icon for OpenURL (e.g., SFX, Godot, ArticleLinker). Depending upon the settings at your institution, you may also be able to see whether the full-text is available at your local library or issue an interlibrary loan (IIL) request.

MARKED RECORDS

Check boxes on the Result pages and throughout the Search Tools area provide the ability to mark records for later use.

You can mark individual records using the check boxes or select the 'Mark all on page' hyperlink towards the top left of the result lists. You must then select 'Update Marked List' or perform another action (e.g., enter a new search) for the marked list to be updated.

The link at the top right of each page, X Marked Records, shows the number of records you have marked so far. Select this link to view and edit your Marked List.

To Save, Print, or Email the contents of your Marked List, simply select the Save, Print, Email link and follow the directions.
Document Suppliers

Full-text documents cited in our databases are frequently available from your college or university library or inter-library loan office. Check with your librarian. In addition, the following organizations can fulfill your request for full-text documents. Each has its own requesting procedure and payment requirements.

- AIAA Dispatch The American Institute of Aeronautics and Astronautics in association with Linda Hall Library
- Access Information Services Co. (Taiwan)
- British Library Document Supply Centre
- CISTI Document Delivery NRC’s Canada Institute for Scientific and Technical Information
- GeoRef Document Delivery Service
- Information Express Online
- INFOTRIEVE
- Linda Hall Library, an independent research library of science, engineering, and technology
- NTIS
- National Agricultural Library
- Summary List of Suppliers compiled by Jean Shipman of the Tompkins-McCaw Library for the Health Sciences, VCU Libraries, Virginia Commonwealth University in Richmond, VA.
- TWI’s Document Delivery Service
Save, print, Mail

You may select your marked records or a range of up to 500 records from your results to save, print, email, or export. The default will be the records that you have marked. Choose the format of the records and enter comments to be inserted on the record list. Some databases will have cited references, which may be removed to reduce the size of the file you will save, print, email, or export. Once you have saved, printed, emailed, or exported your marked records, you may opt to clear your marked records and start a new list, or you may continue to add to your current selections.

To format a bibliography from your marked records, select the QuikBib feature. For additional information, please access the QuickBib help section.

To email the records, enter the address(es) you would like the records sent to in the Email To: box. In the From: box enter the address that you would like to appear as the sender in the email account(s) you are sending the results to. Once sent, use the 'Return to Results' link to return to your search and list of results.

Select the type of computer you are using to save records. Then click the Save button. By default, records are saved as a file with a "txt" extension. We recommend changing the filename and the location where the file will be saved so that you can easily locate the file after saving.

Click the 'Print Preview' button to display records in a printable format. Use your browser's print function. This can be done either by clicking the print icon on the navigation toolbar, or clicking on the File menu, then clicking on Print. Return to the save, print, email page by closing the print preview page. Use the 'Return to Results' link to return to your search and list of results.
Note: The 500 record limit is imposed for purposes of efficiency and speed. If you wish to save, print, email, or export more than 500 records, we recommend that you break the results set by record numbers. For example, if a search for a term returns 879 records, first save records 1-500, then save records 501-879.

You may also export records from the save, print, email option to bibliographic managers such as RefWorks. Click on the 'Export to RefWorks' button at the bottom of the save, print, email page to export your records to RefWorks. For additional information on using bibliographic managers, please see the help section, Bibliographic Managers.

**EXPORT**

Also available next to the 'Save, Print, Email' link from the results page, is a 'RefWorks' button. Use this button to export your records into the RefWorks bibliographic manager. For additional information on RefWorks, please see the help section, Bibliographic Managers.
<table>
<thead>
<tr>
<th>Use 6 Marked Records</th>
<th>Use 653 records from the current results list of All Publication Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>From record 1 to 500 of 653 published works (maximum 500 at a time)</td>
<td>(Only records for Published Works will be processed.)</td>
</tr>
</tbody>
</table>

Export to RefWorks
QuikBib

QuikBib allows CSA Illumina users to easily generate a bibliography of selected database records in eight of the most popular bibliographic styles. The available bibliographic styles are:

- AMA - American Medical Association, 9th Edition
- APA - American Psychological Association, 5th Edition
- APA, Annotated with Abstracts - American Psychological Association, 5th Edition
- Chicago, 15th Edition (Author-Date System)
- MLA, 6th Edition
- MLA, 6th Edition - with subscriber information
- Turabian (Reference List), 6th Edition
- Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals

After running a search and marking records, select the 'Save, Print, Email' link. You can either choose to use your marked records or set a range of records to format for your QuikBib bibliography. Then choose a document format and a bibliographic style for your records. Click on 'Create' and now your bibliography is generated in a new window. Please note that if you are using a pop-up blocker you will need to turn this feature off prior to clicking 'Create'. Alternatively, you may press and hold the 'Ctrl' key to manually allow for the new QuikBib window to open properly without turning off your pop-up blocker.

From the new window you can select to Save, Print, or Email the document and be sure to check your references for accuracy. The results may also be copied and pasted into an existing document.
Edit search

At the bottom of the search results page, an additional search box is available to refine your original search or submit a new search. Simply enter in the information and click the Search button to retrieve your new set of results.
Cited Reference Linking

Cited references index each item from the bibliographies of research publications. Citation databases make it possible to search these cited references. Users can follow a particular cited reference, or cited author, forward in time to find other articles that have also cited that author or work.

Cited references may be useful for a number of reasons:

- locating current research based on earlier research, patents, reports, etc.
- finding how many times and where a publication is being cited
- identifying who is referencing a particular paper
- exploring how a particular research topic is being used to support other research
- analyzing the impact of a publication on other research in the field
- tracking the history of a research idea
- tracking the research of a colleagues, or keeping track of your own research

When available, cited references are included in records in the following databases:

- BioOne
- Communication Studies: A SAGE Full-Text Collection
- Criminology: A SAGE Full-Text Collection
- CSA / ASCE Civil Engineering Abstracts
- Education: A SAGE Full-Text Collection
- Management & Organization Studies: A SAGE Full-Text Collection
- Materials Science: A SAGE Full-Text Collection
- Mechanical & Transportation Engineering Abstracts
- Nursing & Health Sciences: A SAGE Full-Text Collection
- Political Science: A SAGE Full-Text Collection
- PsycARTICLE
- PsycBooks
- Psychology: A SAGE Full-Text Collection
- PsycINFO (comprehensive coverage of cited references from 2001 forward, some cited references from 1998)
- Social Services Abstracts (cited references from all journal articles from 2004 forward)
- Sociological Abstracts (cited references from core journals from 2002 forward; cited references from all other journals from 2004 forward)
- Sociology: A SAGE Full-Text Collection
- Urban Studies & Planning: A SAGE Full-Text Collection
- Worldwide Political Science Abstracts (cited references from core journals from 2001 forward; cited references from all other journal articles from 2004 forward)

Where possible, references are linked to abstract records that provide a more complete bibliographic description than the reference alone. Also where possible, references are linked to other items citing the same reference. The [Cited by x] hyperlink retrieves and displays these other items.
Cited references may also be accessed using the References link from the shortened record view.

Cited Reference Linking Across Databases

Subscribers to certain databases that include cited references see added benefit from links to other databases.

Cited reference linking presents data links across the following database groups:

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Social Sciences Group
With references linked
- from -
Communication Studies: A SAGE Full-Text Collection
Criminology: A SAGE Full-Text Collection
Education: A SAGE Full-Text Collection
Management & Organization Studies: A SAGE Full-Text Collection
Nursing and Health Sciences: A SAGE Full-text Collection
Politics and International Relations: A SAGE Full-Text Collection
Psychology: A SAGE Full-Text Collection
Sociological Abstracts
Social Services Abstracts
Sociology: A SAGE Full-Text Collection
Urban Studies & Planning: A SAGE Full-Text Collection
Worldwide Political Science Abstracts
- to -
ASSIA: Applied Social Sciences Index and Abstracts
BHI: British Humanities Index
Communication Abstracts
Communication Studies: A SAGE Full-Text Collection
Criminology: A SAGE Full-Text Collection
Education: A SAGE Full-Text Collection
ERIC
Management & Organization Studies: A SAGE Full-Text Collection
Nursing and Health Sciences: A SAGE Full-text Collection
Politics and International Relations: A SAGE Full-Text Collection
Psychology: A SAGE Full-Text Collection
Social Services Abstract
Sociological Abstracts
Sociology: A SAGE Full-Text Collection
Urban Studies & Planning: A SAGE Full-Text Collection
Worldwide Political Science Abstracts

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**Engineering and Materials Group**
With references linked
- from -
CSA / ASCE Civil Engineering Abstracts
Materials Science: A SAGE Full-Text Collection
Mechanical & Transportation Engineering
- to -
CSA / ASCE Civil Engineering Abstracts
Materials Science: A SAGE Full-Text Collection
Mechanical & Transportation Engineering Abstracts
ANTE: Abstracts in New Technologies and Engineering
Aerospace & High Technology Database
METADEX
Mechanical Engineering Abstracts
BioEngineering Abstracts
Solid State and Superconductivity Abstracts
Environmental Engineering Abstracts
Engineered Materials Abstracts
Electronics and Communications Abstracts
Materials Business File
Aluminium Industry Abstracts
Computer and Information Systems Abstracts