



Finding journal articles

Use this worksheet to help you plan & carry out an effective database search

Step 1: Define your topic

Write your search question below:

Remember not to choose a topic that is too broad or one that is too narrow.

Step 2: Choose your keywords

Look at your search question – what are the keywords, ie the main ideas?
Write your keywords below:

Step 3: Identify alternative keywords

Remember that databases only look for **the exact words you actually put in**, and different authors may have described your topic in different ways. For each of your keywords from Step 2, **add alternative words below** that describe each one.

Think about synonyms, abbreviations (like KS for Key Stage) and alternative spellings.

Remember: Truncation (usually *) will find alternative word endings eg *educ** will find *education*, *educating* etc. Wildcard (usually ?) in the middle of a word will find alternative spellings eg *behavio?r* will find *behavior* and *behaviour*.

Step 4: Choose your databases

Go to the Library's **Subject Help** page for Education (or Early Childhood) from the Library home page. Open up the **Databases** section.

Databases - when you have a topic and want to find out what journal articles have been written about it

What are databases?

All the databases below can be used to find journal articles and other research sources related to different aspects of Education. With the exception of Education-line they are all supplied to us by Ebsco, so all have similar search screens, and there is overlap between them (if you repeat the same search on two databases, you will get some of the same results coming up in both, though you'll also get unique hits). You can also choose to cross-search multiple databases at once using the one-stop search link at the top of the list.

All these databases except for Education-line will require you to use your Brookes login to access them.

- One-stop search of key Education databases (excludes Education-line; you will need your Brookes Login)
- British Education Index - provides references to 350 British and selected European English language journals in the field of education and training. The database also provides limited coverage of books, reports and conference literature. Many references now have full text available. (Full list of titles covered available [here](#).)

Read the descriptions and decide which is the best database for you to search.

You can use the **one-stop search** link at the top if you want to search all the Education databases in one go – bear in mind that if you do this, you will be including the American database ERIC, so you will get a lot of US results which you may need to filter out.

Step 5: Put your groups of alternative keywords into the search boxes like this:

Searching: **British Education Index** | Choose Databases

behaviour or discipline Select a Field (option... Search Clear ?

AND management or managing Select a Field (option... Search

AND strategies or techniques Select a Field (option... Search

Basic Search Advanced Search Search History

Use each search box for one idea, and put in all your alternative words for that idea, with **or** between them like this. You'll notice that the database automatically puts AND between the boxes (groups of keywords) for you. Then hit **Search** !

Step 6: Evaluate your search results

How many results have you got? Are they (judging by the titles/abstracts of the first few) what you want?

If you have **too few** results, perhaps your search topic is too specific – or you need more alternative keywords for each idea.

If you have **too many** results, perhaps your search topic is too broad. If not, you can **limit** your search by Date, to Full Text articles only, and to articles from only peer reviewed (academic) journals. (The Limit menu is to the left of your search results.)

Limiters

Full Text

Scholarly (Peer Reviewed) Journals

Publication Date: 20050101-20151231

Limit To

Full Text

Scholarly (Peer Reviewed) Journals

References Available

2005 Publication Date 2015

Step 7: Choose the articles you want and print, save or email them

You can either go into each article you want and print, save or email it directly to yourself, or you can add a selection of articles to the Folder (use the blue Add to Folder button) then go in to the Folder (in the top menu) and from there print/save/email your list of articles.



For more advice or help, please contact Hazel Rothera or Charlotte Olehnovics, your Education Librarians: educationlibrarians@brookes.ac.uk Tel: 01865 488220 or watch our video: <http://bit.ly/educdbasesvid>