

## Academic OneFile

Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly.

This database is available on and off-campus.

### Getting started

1. Go to the Library Portal at <http://www.solent.ac.uk/library/>
2. Click on *Find articles and more in eResources*
3. Select *Academic OneFile* from the A-Z list
4. No password is needed for on campus use.
5. For off campus access a **username** and **password** are required. The details will be visible if you are already logged into the Portal. Otherwise log in to the Portal by entering your university login in the boxes at the top of the screen to view the password information for this resource.
6. Click on the link: *Connect to this eResource*.
7. On the following page click *Proceed* then click on *Academic OneFile*.

### Searching for information

There are several search options available, shown along the top of the search screen – a **Basic Search** is the default. All search options allow you to limit your results in a number of ways. For example, you can limit your search to full text articles only, articles from a particular publication or to a particular publication date and so on.

**Basic Search** - use this to search for words appearing in the descriptive content of the articles. You can search for your search terms according to where they appear in the document by selecting either:

*Subject* - terms will be found in the list of subject terms that appears at the end of the record

*Keyword* - terms will be found in the abstract, full text (where available) or subject terms

*Entire document* - terms will be found anywhere in the document including the title etc.

To limit your search, click on *More search options*.

**Subject Guide Search** – this allows you to browse a list of subjects, people, and locations etc that contain your search term. Click on a subject term from the list to view the results that match that term. You can also link to a list of *subdivisions* to narrow down the subject term further, or view a list of *related subjects* – terms that are similar to your search terms. This is useful if you are not sure of the appropriate search term to use for your topic.

**Publication Search** – this allows you to search for a particular volume, issue or edition of a publication and view all available documents for it. Enter part or all of the publication’s title in the search box - you can limit it to a particular date or publication format etc if you wish. A list of matching publications is given. Click on the appropriate title to gain access to the particular issue you require.

**Advanced Search** - use this if you wish to limit the search to a particular **field** (part of the record) or to combine more than one search. Select the field you wish to search from the drop-down menu, type your search term in the box and click on *Search*. e.g. selecting the “*Document Title(ti)*” field finds articles with your search terms in the title only.

You can further **refine** the search by selecting more than one field at a time and connecting them with AND, OR or NOT from the drop-down menu.

The results screen for the **Basic Search** and **Advanced Search** offers a list of *Subject Terms* for you to consider as alternative, related search terms. This could help you to refine your search. Click on a relevant subject term to see a list of results that match that term.

## Combining search terms

You can broaden or narrow your search by connecting search terms with **AND**, **OR** or **NOT**. AND narrows your search, OR broadens your search, and NOT excludes terms from your search. For example:

*internet* **and** *teenagers* – the record must contain both words/phrases.

*internet* **or** *teenagers* – the record can contain either words/phrases.

*internet* **not** *teenagers* – the retrieved record cannot have the word *teenagers* in it.

N.B. The perfect article could contain both words – use **not** with caution.

You can also **combine searches** using the **Advanced Search**. Select “*Previous Searches(ps)*” from the drop-down menu. You can click on the *Browse Previous Searches(ps) link* which will list all the searches you have already run during your session. Each search results set will have a number e.g. *R1*. To combine the results, simply type the set numbers into each search box and join with an **AND** e.g. *R1 AND R2*.

For more information on using these connectors, click on the *Help* link on the search screen and click on *Search Tips* or see the [Computer Searching](#) leaflet.

## Viewing search results

The results are displayed grouped according to the type of publication they are from. The default is to display results from *Academic Journals* first. Use the tabs across the top of the screen to view results from other types of publication – magazines, books, news, and multimedia. Results are displayed by publication date with the most recent first. This can be changed to display according to relevance using the *Sort by*: drop-down menu.

The results of the search will be displayed as a list of citations accompanied by one of three main retrieval choices depending on what is available for each article. The options are:

*Abstract* – provides bibliographic information and a description of the article content.

*Citation* – provides bibliographic information

*Full-text, Full-text with graphics, and/or # PDF pages* - the whole article will be available. Text with graphics includes images that should be downloaded separately if required.

### **Searching for journal holdings**

If the article you require is not available in full text, use the *Search for holdings in Southampton Solent University Library* option to check the Library catalogue. If we have an alternative print or ejournal version, this will be displayed.

The *Check LinkSource for more information* option provides additional full text sources for many articles. If an article is available in full text in an alternative database, it will be displayed by clicking on this option.

NB: **LinkSource does not search all the Library's databases.** If this option does not display the full text, always select the *Search for holdings* option to see if alternative versions are available.

## **Saving and printing**

### **Printing an article**

1. Click the *Print* option in the tools box on the right of the screen

### **Saving an article**

1. Click the *Download* option in the tools box on the right of the screen
2. Select the format you wish to save the text as
3. Click on *Download*
4. Click on *Download*
5. Click *Save*
6. Enter a file name with the extension *.txt* e.g. *article.txt*
7. Choose a drive to save to (usually *u: drive*)
8. Click on *Save*.

NB: if an article contains images you will need to save these separately.

1. Right click on the image, and from the list of options that appears select *Save picture as*.
2. The image will be saved as a JPEG file (*.jpg*).

### **Emailing records**

1. Click the *E-mail* option in the tools box on the right of the screen
2. Type in your email address and select the email options you require e.g. HTML format and full text
3. Enter a subject line if required
4. Click on *Send*.

## Marking articles

If you wish to print or email a selected group of articles, click the *Mark* box next to the records you want to include. When you have finished, click on *Marked Items* at the top of the screen. This creates a list containing just your marked records. You can then print or email this list using the options in the tools box and choosing the format options you require.

## Tips and tricks

1. **Truncation** - you can search for any endings of a word by typing an asterisk:  
*e.g. neglig\** will find *negligent, negligently, negligence* etc.
2. **Wildcards** - The question mark is used to stand for an **exact number of characters**: *e.g. - wom?n* finds *woman* or *women*; *psych????y* will match *psychology* or *psychiatry* but not *psychotherapy*.  
The exclamation mark represents **one or no** characters: *e.g. product!* will find *product* and *products* but not *productivity*
3. **Proximity** – you can search for documents where your search terms are within some number of words apart using proximity operators *W#* (within), or *N#* (near):  
*e.g. computer W3 careers* will search for *computer* and *careers* being within 3 words of each other after the word *computer*  
*e.g. internet N3 teenagers* matches any records in which the words occur within five or fewer words of each other in either direction
4. **Phrase search** - to search for a phrase, surround the terms by quotation marks “ ”
5. **Parentheses or nesting operators**- you can search for alternate phrases or words by using brackets:  
*e.g. (Death penalty or capital punishment) and Russia* will find articles including either *death penalty* or the alternative phrase *capital punishment* as well as *Russia*.

## Getting more help

If you require further help with this database please ask at the Enquiry Desk.

## Quick guide

1. **Truncation symbol** - \* for any number of characters.
2. **Wildcard** - ? for an exact number of characters, ! for one or more characters.
3. **Phrase search** – use “quotation marks”
4. **Proximity search** – *W#* (for words within a specified distance of the first term), *N#* (for words near each other)
5. **Print/Save/Email** - click on the relevant option at the top of the search screen
6. **Mark** - click on the *Mark* box. Use the *Marked Items* option to list marked records.

*Other Library Leaflets are available in electronic form. For a list of what is available visit the Library Leaflet homepage at: <http://portal-live.solent.ac.uk/library/leaflets/>.*