



eLibrary Guide

Using Academic Search Complete

Academic Search Complete is a multi-disciplinary database covering nearly every area of academic study. It includes more than 8,500 full-text journals, over 7,000 of which are peer-reviewed, plus abstracts from many more titles.

Access Academic Search Complete

- Go to the Library web site bbk.ac.uk/lib
- Click on **eLibrary**.
- Click on **A-Z Databases and Online Resources**.
- Click on the drop-down arrow A-E.
- Scroll down and click on **Academic Search Complete**.
- Enter your Birkbeck username and password.
- On the EBSCO Choose Databases screen, scroll down and choose **Academic Search Complete**.

How to Search

You can choose either the default **Basic Search screen** or the **Advanced Search screen** which gives you more search options

Basic search

Searching on a single word or a phrase

- Type your search word(s) (e.g. *memory*), or phrase (e.g. *climate change*), into the search box and click on **Search**
- The results are displayed with the most **relevant** article first.
- To get the **most recent references**, click the arrow next to Relevance and choose **Date Newest**.



Searching on a combination of words

- You can search for two words or concepts to be found in the same document by joining them with **AND** e.g. *business and ethics*
- You can search for references which contain either of two words or concepts by joining them with **OR** e.g. *addiction or dependence*. This is useful where two or more different words could be used to describe the same topic

Advanced search

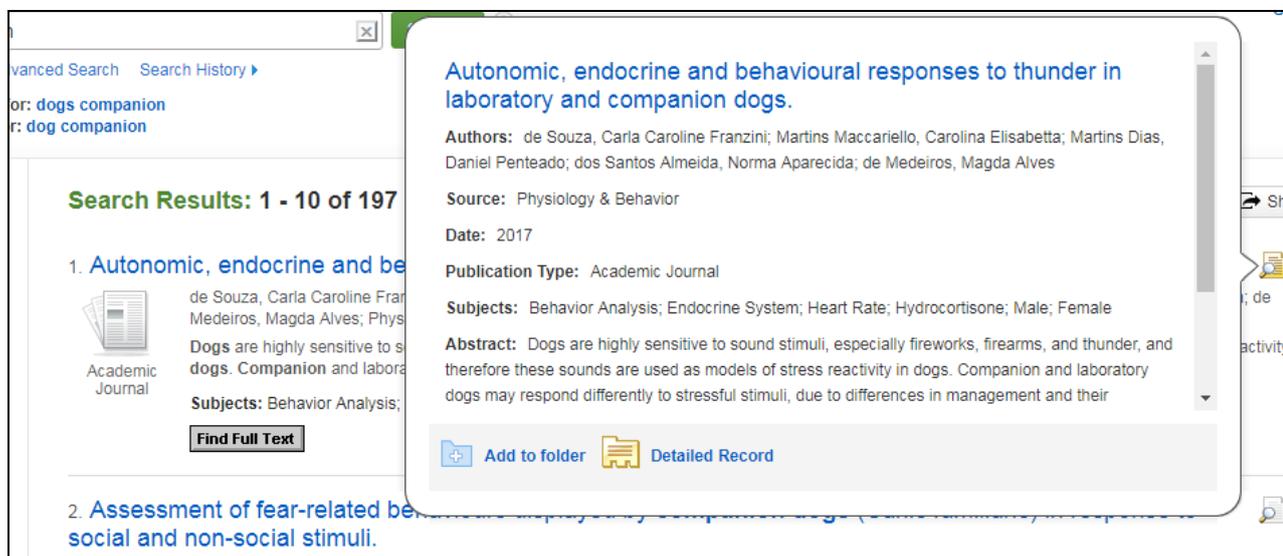
- Click on the **Advanced Search** link.
- Type your search words or phrases into the Search boxes. You can join them boxes together by using **AND** (default) or click the drop-down menu for **OR** and **NOT**
- To restrict your search terms to a specific part of the references e.g. just to be found in the title, click the drop-down menu for **Select a Field** and choose from the menu
- Click on **Search**

Refine your search

Refine your search using the **Limit Your Results** section further down the page. You can choose various options here, including Publication Date, Publication Type, Peer Reviewed Journals, etc.

Displaying your results

The results are displayed in a brief format at first – click on the titles to see the full bibliographic record including abstract or hover the mouse over the magnifying glass icon 



The screenshot shows a search interface with a search bar containing 'or: dogs companion' and 'r: dog companion'. Below the search bar, it displays 'Search Results: 1 - 10 of 197'. The first result is titled '1. Autonomic, endocrine and behavioural responses to thunder in laboratory and companion dogs.' The detailed view for this result shows the following information:

- Authors:** de Souza, Carla Caroline Franzini; Martins Maccariello, Carolina Elisabetta; Martins Dias, Daniel Pentead; dos Santos Almeida, Norma Aparecida; de Medeiros, Magda Alves
- Source:** Physiology & Behavior
- Date:** 2017
- Publication Type:** Academic Journal
- Subjects:** Behavior Analysis; Endocrine System; Heart Rate; Hydrocortisone; Male; Female
- Abstract:** Dogs are highly sensitive to sound stimuli, especially fireworks, firearms, and thunder, and therefore these sounds are used as models of stress reactivity in dogs. Companion and laboratory dogs may respond differently to stressful stimuli, due to differences in management and their

At the bottom of the detailed view, there are two buttons: 'Add to folder' and 'Detailed Record'.

Refining your results

Use the **Refine Results** options to limit results to those that we have full text access to, choose specific types of publication, types of subject, age of subjects, methodology, classification etc.

Links to Birkbeck Library journals

Academic Search Complete has links through to the full text of articles where we subscribe to the journal. There are no links through to books or book chapters - you will need to check the Library catalogue to see if we have these.

Where there is  [PDF Full Text](#) you can link directly to the article from PsycINFO. If this link isn't available, click on  [Find Full Text](#).

You'll have the following options:

- Where the article is available electronically, you will be taken to it.
- Where the full text is available, you can print it, save it, email it.
- If it is not available electronically, you will see the following message with the options to locate the full text.

Sorry, the Library does NOT have access to this item. Please use options below to get it:

[Search CrossRef](#) for a DOI link to the full text

Still need help? ▲

[Journal Title](#)

[Book Title](#)

[Senate House Library](#) : If you have a Senate House Membership

[Open Access Button](#) : Check for OA availability

[Birkbeck Library ILL](#) : Request an Interlibrary Loan

[Search25](#) Search library holdings in the M25 area. Part of the SCONUL Access scheme.

[Search Google Scholar](#)

Saving, printing, emailing and exporting your results

- From your list of results, **select** the records you want to save, print, email or export by clicking on  next to each item. When you have marked a record, it will change to 
- To see the list of those you have marked, click on  **Folder** at the top of the screen or on **Go to Folder View** on the right

From your folder list you can:

- Print your references
- Email your references
- Save your references
- Export your references to a bibliographic management package such as EndNote or Zotero.

Search tips

Finding different word endings and spellings - truncating words and Wildcard characters

You can truncate a word by using the * symbol e.g. **socialis***. This will now search on all the different endings of that word e.g. *socialist, socialism, socialise, etc.*

The wildcard symbol (?) substitutes for one character and can be useful for variant spellings. For example, the search **organi?ation** retrieves both *organization* and *organisation*. The # symbol will substitute for one or no character e.g. **colo#r** will pick up color and colour.

Using “Near (N)” and “With (W)”

Use **N** to search for words that occur near to each other but in any order. Put a number after the N to indicate how near you want your terms to be. For example, **tax* N2 reform** will pick up tax reform, reform of taxation, etc.

Using the Indexes

- Click on the **Indexes** link (under **More** on the top menu bar) to see the list of indexes.

- A particularly useful index is the Author index which helps you pick up all instances of an author's name. For example, typing in the surname Golombok shows you that there are entries for Golombok, S, Golombok, Susan and Golombok, Susan E.
- You can select these by checking the boxes next to the entries.

Using the Subject Terms

- Click on the **Subject Terms** link to browse a list of subject headings available in the database.
- This can help you find the right terms for your search. For example, typing **Film** into the Subject Terms shows you that Academic Search Complete uses the phrase **Motion Pictures** to index articles in this subject area.
- Click on **Add** to enter a term from the thesaurus into your search

Using the Hyperlinks

In the full display, click on the blue hyperlinks within records to find more results. Examples are:

- **Author name** within a record takes you to a list of all papers in PsycINFO by that author.
- **Source** hyperlink in a journal article record will take you a list of all articles in that journal.
- **Source** hyperlink in a book chapter record will take you to the record for that book and you then see details of all chapters
- **Cited references** link will display details of all the references cited in that article or chapter.
- **Times cited in this database** gives you a list of other papers that have cited that article
- **Find similar results** will search again using the terms listed under "Subject" in the original article.

Using the Cited Reference search

- Click on **Cited References** in the menu bar at the top and type in details of an article.
- Click on **Search**.
- On the next page, check the box(es) for the correct article(s) and click on **Find Citing Articles**.
- This will give you a list of articles indexed on PsycINFO that have cited the article you searched for.

Further Help

- **Online help and search tips** are available within Academic Search Complete by clicking on the **Help** link in the top menu bar.
- You can ask at the Help Desk in the Library or make an appointment with your Subject Librarian bbk.ac.uk/lib/contact/subject-librarians-2
- Online tutorials and videos bbk.ac.uk/lib/elib/databases/social/academic-search-complete