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What is EBSCOhost?

▷ EBSCO Publishing has created EBSCOhost, a collection of databases that provides high quality academic resources for all levels of academic institutions.
▷ It is the most used reference resource in the world.
▷ These electronic resources include full-text journals, magazines, newspapers and reports to serve the needs of all researchers.

Rationale for the use of EBSCOhost:

▷ Accessing quality sources through a focused academic database is much more efficient than trying to sift through results obtained through general search engines
▷ Many university and college professors do not allow the use of general websites, with the expectation that students only use databases.
▷ EBSCOhost databases are used at most Canadian post-secondary institutions so students who become familiar with them in high school have a distinct advantage as they continue their education.
▷ Staff and students can use EBSCOhost databases as a resource to access information on interests or hobbies through up-to-date full text articles from the magazines and newspapers they enjoy reading.
▷ Staff can use EBSCOhost databases to access articles connected to their curriculum areas.
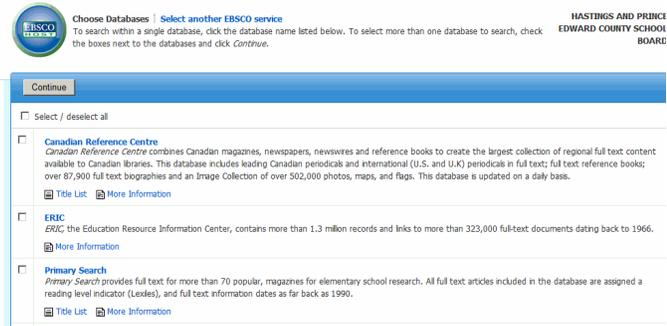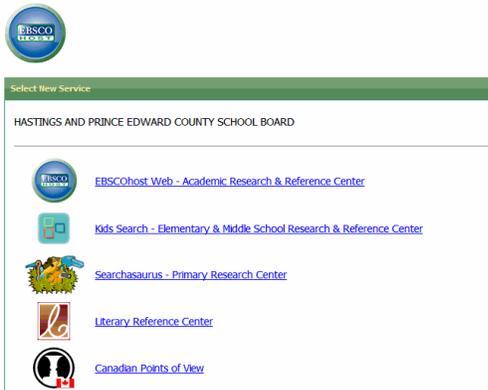
Home Use of EBSCOhost:

▷ Not only is EBSCOhost accessible on all school computers in the Hastings and Prince Edward District School Board, but it is available for home use by all students and staff.
▷ It can be accessed at home at: http://search.ebscohost.com
   User ID: hpedsb
    Password: hpedsb

Database Selection

EBSCOhost provides a wide variation of databases to meet the needs of the users. The initial database screen on the left offers individual subject related databases, such as: Literary Reference Center, Canadian Points of View Reference Center, and the Canadian Student Research Centre, as well as EBSCOHost Web which is a collection of databases, shown on the above right screen. In EBSCOHost Web, users can choose to search a number of databases simultaneously by checking off the databases they wish to search.

Database Descriptions

▷ **Canadian Points of View Reference Centre** (Also in Knowledge Ontario)
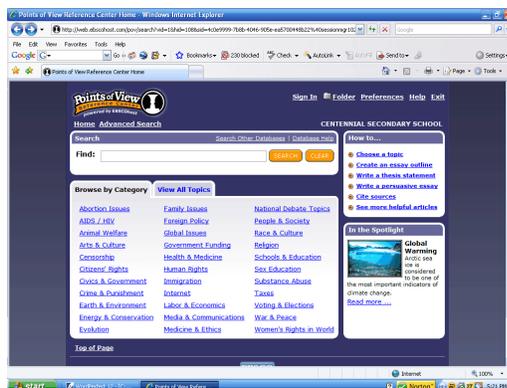
Designed to assist researchers in understanding the full scope of a wide range of controversial subjects, The Canadian Points of View Reference Center features a series of full-text essays representing opposing viewpoints on a variety of important issues. Students can use this resource as a guide to debate, developing arguments, writing position papers, and for development of critical thinking skills. The Canadian Points of View Reference Center provides full-text content pertaining to hundreds of topics, each with an overview (objective background/description), point (affirmative argument) and counterpoint (opposing argument). Topics covered include: affirmative action, cloning, DNA profiling, HIV/AIDS status disclosure, immigration, Iraq, Israel & the Palestinians, Katrina and FEMA response, nuclear proliferation, separation of church and state, standardized testing, stem cell research, tax cuts, voting machines, and many more.

EBSCOHost Web Databases

▷ **Canadian Reference Centre**

Canadian Reference Centre combines Canadian magazines, newspapers, newswires and reference books to create the largest collection of regional full text content available to Canadian libraries. This database includes leading Canadian periodicals and international (U.S. and U.K) periodicals in full text; full text reference books; full text biographies and an Image Collection. This database is updated on a daily basis. This database is very useful for obtaining information on current issues, as well as archived information that may assist in these searches. For example, full text articles from Maclean's magazine are available from 1991 to the present.

▷ **ERIC**

ERIC, the Educational Resource Information Center, contains more than 2,200 digests along with references for additional information and citations and abstracts from over 1,000 educational and education-related journals

▷ **Literary Reference Center**
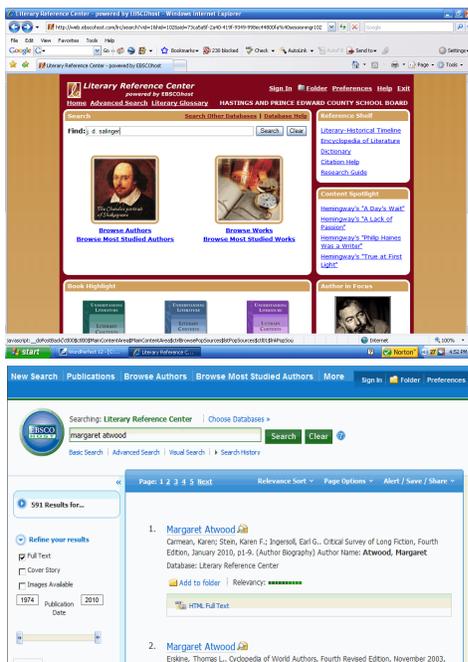
Literary Reference Center (LRC) is a comprehensive literary reference database, which provides users with a broad spectrum of reference information from antiquity to the present day. LRC is a completely full-text database that combines information from over 1,000 books and monographs, major literary encyclopedias and reference works, hundreds of literary journals, and unique sources not available anywhere else. LRC contains detailed information on the most studied authors and their works and is an essential resource for public, academic and high school libraries. Two different interfaces are available for this database. Both offer identical features, including a many of limiters and the choice of browsing instead of doing a specific search.

▷ **Funk and Wagnalls New World Encyclopedia**

This database provides over 25,000 encyclopedic entries covering a variety of subject areas.

▷ **Primary Search**

Primary Search provides full text for more than 70 popular magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates back as far as 1990.

▷ **History Reference Center**

History Reference Center offers full text from more than 2,000 reference books, encyclopedias and non-fiction books, cover to cover full text for more than 120 history periodicals, more than 59,600 historical documents, 49,600 biographies of historical figures, more than 110,200 historical photos and maps, and more than 80 hours of historical video.

▷ **Library, Information Science & Technology Abstract**

Library, Information Science & Technology Abstracts (LISTA) indexes more than 560 core journals, nearly 50 priority journals, and nearly 125 selective journals; plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s

▷ **Teacher Reference Center**

Teacher Reference Center provides indexing and abstracts for 280 of the most popular teacher and administrator journals and magazines to assist professional educators.

▷ **Education Research Complete**

Education Research Complete is the definitive online resource for education research. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. Education Research Complete provides indexing and abstracts for more than 2,100 journals, as well as full text for more than 1,200 journals, and includes full text for nearly 500 books and monographs.

▷ **Science Reference Center**

Science Reference Center is a comprehensive research database that provides easy access to a multitude of full text science-oriented content. This database contains full text for nearly 640 science encyclopedias, reference books, periodicals, etc. Topics covered include: biology, chemistry, earth & space science, environmental science, health & medicine, history of science, life science, physics, science & society, science as inquiry, scientists, technology and wildlife.

Search Screens

The search screens are essentially the same for most of the EBSCOhost databases. Only the Canadian Points of View Reference Center has a completely different interface. What does vary from database to database is the number and type of **limiters** that can be used to fine tune a search. Searches can be narrowed by using different limiters within specific databases. Limiters include such things as:

Name of Publication	Publication Date	Number of Pages
Publication Type	Articles with Images	Peer Reviewed

Note: Peer Reviewed articles are articles of a higher academic level that are the result of academic research.

Basic Search

Basic Search Screen

‣ Enter your search terms in the "Find" field.
‣ Keep your search terms **simple**.
‣ The user can also select any limiters below the search box to further focus the search.Click on the search button to display the result list.

Search Results Screen

‣ The articles can be further sorted if you have to many hits. Your options will be on the left hand side of the page.
‣ The available types of publications (Source Types) are displayed on the left as well. If the user wishes to look at a particular type of publication first (e.g. Canadian Magazines), clicking on that link will display those results first.

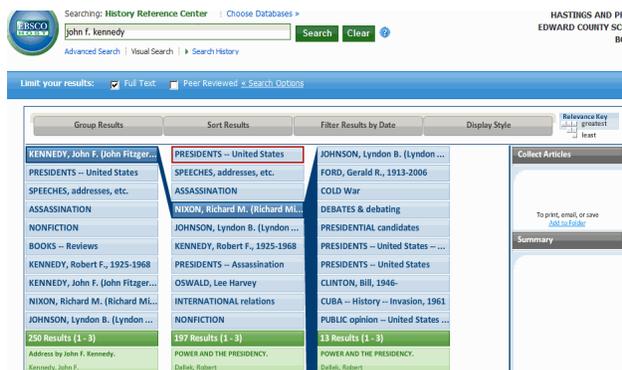‣ Users can also limit results by using the subject headings on the left of the results list.

Visual Search

A Visual Search is especially useful when the user is exploring a new topic and needs ideas for keywords or sub-topics.

- ‣ It is important that you limit your results to full-text by clicking in the appropriate box.
- ‣ Type in your simple key words and click on search.
- ‣ A column of topics will appear and you can expand any topic by clicking on it. You can continue to expand until you come to an article.

Images and Video

If a search result has related images links will be displayed on the right hand side of the screen.

⇦

Remember: If you use an image or video you must reference it.

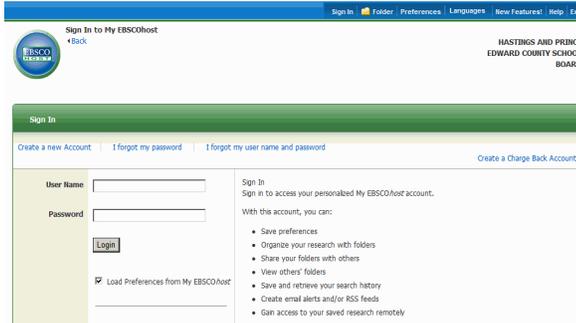# Setting Up A Personal Account

Why create a Personal Account?
▸ Setting up a personal account allows you to add and save articles to a personal folder. If you use the "Add to Folder" feature, without signing in to your personal account, the search will be lost when you exit the program
▸ Users can save preferences which will load every time they log on
▸ Users can quickly save any articles that they may wish to use and then take the time later to go through them. This is especially useful if research spans a long time period
▸ Users won't have to worry later about trying to find the article again.
▸ Users can easily access the folder from home, as well as school.

To set up a Personal Account:
▸ Once you are in EBSCOhost, click on "Sign In" located on the blue toolbar at the top of the page
▸ Click on the "Create A New Account" link.
▸ Fill in the fields on the "Create A New Account" screen and click on "Submit"
▸ Once you are in EBSCOhost, click on "Sign In".
▸ Type in your User Name and Password
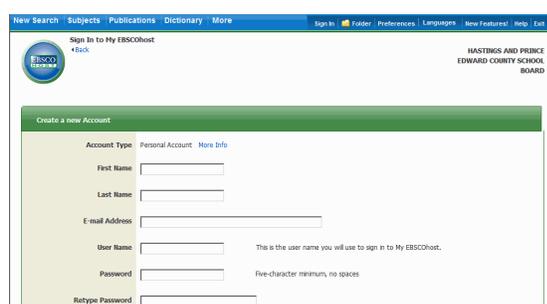
"Create a New Account" screen"   *"Sign In To Personal Account" screen*
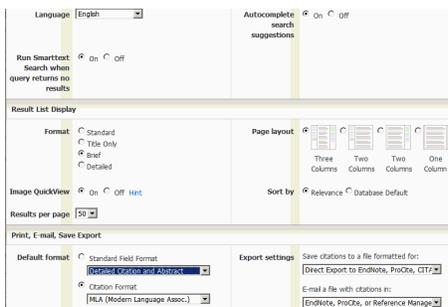
Setting Up Preferences:
Sign in to your account.
Click on "Preferences" on the blue toolbar at the top of the screen.
You can change the default search preferences.
Suggested changes:
50 results per page
Citation Format - change to MLA or APA
Type in your e-mail address if you plan to e-mail.

Using the Personal Folder:
▸   An article can be added to the folder from the result list or from within the article itself by clicking on the "Add to Folder" icon.
▸   Users can view articles in their folder by clicking on "Folder" icon at the top of the screen.

Creating and Managing Multiple Folders:
▸   Users can create new folders and sub-folders, rename folders and move articles from folder to folder.
▸   This helps users organize large numbers of articles which could be organized by topic or course etc.

To Create a new Folder:
▸   click on the "New" icon on the left hand side of the screen.
▸   Type in the name of the folder and click on "Save".
▸   In the "Notes" field information about the folder may be added.

Moving Items to a Folder:
▸   From the "Personal Folder" screen, check the box beside any item to be moved to a specific folder.
▸   From the drop down "Move To:" menu at the top of the list, click the target folder. This will move the selected articles to the target folder.

Deleting items from a Folder:
▸   From the top of the results list, there is an option to delete all items or selected items.

Creating Search (Topic) Alerts

Why save a topic as an alert?
▸ Users can save searches and EBSCOhost will e-mail new articles on the topic are added to the database

To save a search as an alert:

▸ the user must be logged into a personal account
▸ from the Result List screen, click the 'Alert/Save/Share' link
▸ From here, the user can save the search results to a personal folder or create an alert

▸ If it is not already entered, enter a name and description for the search
▸ add an email address and change any other settings, if necessary
▸ Click on 'Save Alert'

Journal Alerts

Purpose of Journal Alerts:

▸ Each time a new issue of the selected journal is published EBSCOhost will e-mail an alert that includes the titles of the articles in issue and links to the articles themselves.

▸ This is very useful to keep up on issues or curriculum areas. For example, science teachers or students could have links to *Scientific American* and *Science News* which potentially could provide articles for personal or class use. EBSCOhost databases include journals that would be applicable in all curriculum areas.

Setting Up A Journal Alert:

Publication Details screen
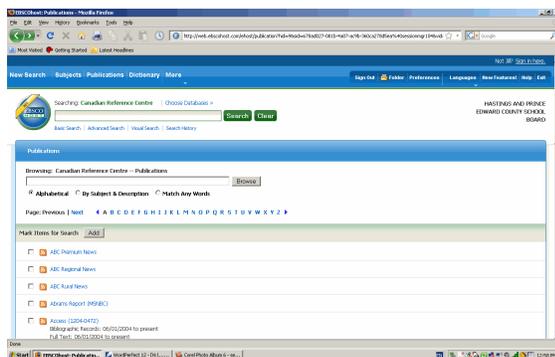
▸ From the 'Search Screen', click the 'Publications' link on the blue toolbar at the top of the page

▸ To locate a publication, enter the title in the 'Browse Publications' field (*not* the 'Find Field' at the top of the page) and click 'Browse', OR the user can browse alphabetically through the list of titles.

▸ Once the user has found a publication for which an alert is desired click on the title of the journal to access the 'Publication Details' screen.

Journal Alert screen
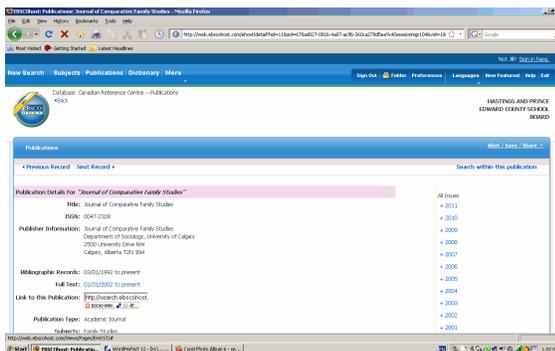
▸ Click on the 'Alert/Save/Share' link on the blue toolbar

▸ Click on 'E-mail Alert'

▸ In the 'Alert Options' field checking off the 'Alert on Full Text Only' is recommended.

▸ Enter an e-mail address

▸ Save the Alert

Managing Results

Printing Results

▸ From the open result, click the Print icon *in EBSCOhost*. Do not print from the browser. The Print Manager screen appears.

▸ Under the 'Print' tab there is a link: 'Estimate Number of Pages' which may be useful for the user. Note: the estimate is sometimes off by a page or two.

▸ To the right of the 'Print' tab there are a number of options to 'Include while printing'. If the user does nothing it will use the existing settings.

▸ Most users will select the default for 'HTML Full text' and 'Standard Field Format'.

▸ The setting that users may wish to change is the 'Citation Format', where they can choose from: AMA - American Medical Association
APA - American Psychological Association
Chicago/Turabian Author-Date
Chicago/Turabian Humanities
MLA - Modern Language Association
Vancouver/ICMJE

If the user makes not selection the necessary information for a citation/bibliography will be listed at the top of the first page. If the user is using one of the above formats, selecting it from the drop down menu will format the citation information in that form at the top of the first page. This will be very helpful in creating Reference Lists.

▸ KEY TIP: EBSCOhost contains a few errors in proper APA and MLA formatting so it is important to only use the citation as a guideline and to compare it with citation forms available in school libraries.

▸ After all settings have been selected, click on the 'Print' tab. The printer interface will appear. Click on 'Print' again.

▸ NOTE: If the article being printed is in PDF format the EBSCOhost Print Manager screen will not appear. It will immediately go to the printer interface screen. Many PDF articles will not have all of the necessary citation information so it is important to make a notation of the information or print the first page from the HTML interface.

E-Mailing Results

EBSCOhost allows users to e-mail articles from within the program. Users can e-mail from within an open article or from a results list of articles.

E-Mailing from within an article:

▸ Click on the 'E-mail' icon at the top of the article**.** The 'E-mail Manager' screen appears**.**
▸ The user should fill in the e-mail address and subject fields.
▸ On the right hand side of the screen the user has the same options that were available for printing articles.
▸ After the fields are filled in the user should click on the 'Send' button.

Referencing in EBSCO

Go into the article that you will be using and click on the **'Cite' icon** at the right of the screen.

Copy and paste the citation format that you wish to use into a word processing program. Please note the appropriate title for your bibliography. For example, if you are using MLA your title should be "Works Cited" or APA should be "References".

After copying and pasting the FORMAT WILL NOT BE CORRECT, as the following examples illustrate. You must make some changes to ensure that the formatting is correct. Examples of proper format can be obtained in the Library or at: http://edu.hpedsb.on.ca/css/ - Click on the Referencing Tab from the drop-down Library Tab in the menu

See examples on the next page.

APA

Pasted Format:

Clement, W. (2001). Canadian Political Economy's Legacy for Sociology. Canadian Journal of Sociology, 26(3), 405-420. Retrieved from Canadian Reference Centre database.

Be sure to make changes in the format so that it looks like the following:

Clement, W. (2001). Canadian political economy's legacy for sociology. *Canadian Journal of*

Sociology 26(3), 405-420. Retrieved from Canadian Reference Centre.

MLA

Pasted Format:

Clement, Wallace. "Canadian Political Economy's Legacy for Sociology." Canadian Journal of Sociology 26.3 (2001): 405-420. Canadian Reference Centre. EBSCO. Web. 18 Nov. 2010.

Be sure to make changes in the format so that it looks like the following:

Clement, Wallace. "Canadian Political Economy's Legacy for Sociology." *Canadian Journal of*

Sociology 26.3 (2001): 405-420. Canadian Reference Centre. Web. 18 Nov. 2010.

Acknowledgment

The online EBSCOhost User Guide was a valuable resource in the completion of this manual and includes much more material that may be of use.

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