

EBSCOhost User Guide—Browsing

Subjects, CINAHL/MeSH Headings, Indexes, Thesauri, Publications, Cited References **support.ebsco.com**

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Inside this User Guide

This guide is designed to cover the basics of browsing by subjects, indexes, thesauri and publications.

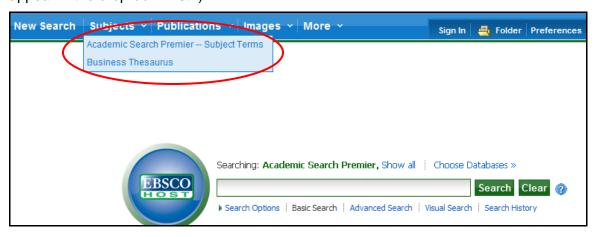
Additional user guides cover searching, searches and alerts, and printing, e-mailing and saving. All user guides can be downloaded from the EBSCO Support Site: **support.ebsco.com**.

Browsing by Subject/Subject Terms

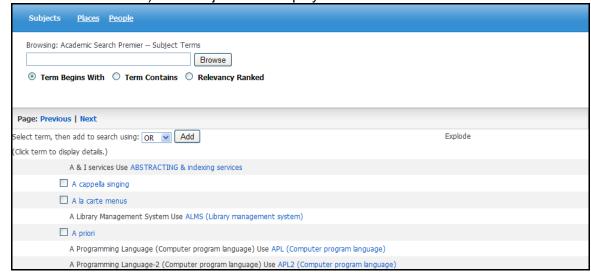
You can browse a list of subjects or subject terms for a specific database, depending upon availability. If you are searching multiple databases, several subject lists may be available. They will appear in the drop-down list.

To browse the Subject Authority File:

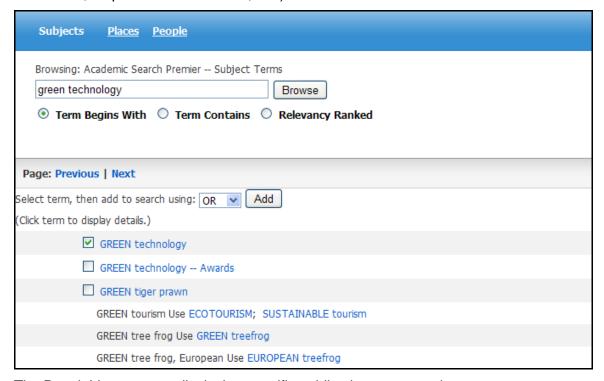
1. Click the **Subjects** (or **Subject Terms**) link at the top of the EBSCO*host* screen. (If you are searching multiple databases, several subject lists may be available. They will appear in the drop-down list.)



2. Select the Subject List that you want to search. (For example, Subject Terms or Business Thesaurus.) The Subjects List displays.



- 3. Enter your search terms in the **Browse for** field.
- 4. Click **Alphabetical** (when available) to list your subject terms in alphabetical order. Click **Relevancy Ranked** to list your subject terms according to relevance.
 - (The radio button selections vary by database. In some databases, the selections may be **Term Begins With**, **Term Contains**, and **Relevancy Ranked**.)
- 5. Click the **Browse** button to view your terms as they appear in the Subject Authority File. (In some databases the Subject List results are listed by type--for example: 2 newspaper references, 10 periodical references, etc.)



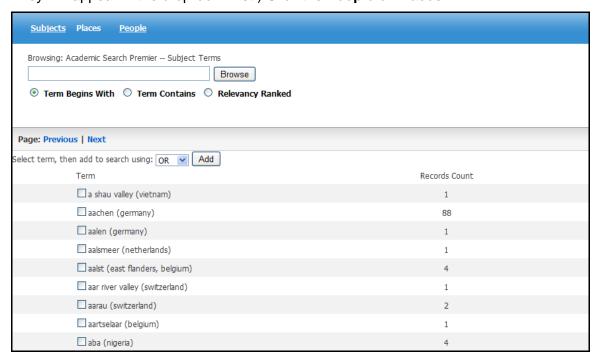
- 6. The Result List appears, displaying specific publication types, such as newspapers, trade publications, etc, when available. There may also be a hierarchy of subdivisions relating to your search. Click any of the available links to open another Result List.
- 7. You can mark terms and click the **Add** button. The terms are added to the **Find** field. To run a subject search against the main database, click the **Search** button.

Searching for People and Places

In certain databases, People and Places appear as additional links when you view the Subjects List.

To browse for People or Places:

1. Click the **Subjects** (or **Subject Terms**) link at the top of the EBSCO*host* screen. The Subjects List displays. (If you are searching multiple databases, several subject lists may be available. They will appear in the drop-down list.) Click the **People** or **Places** link.



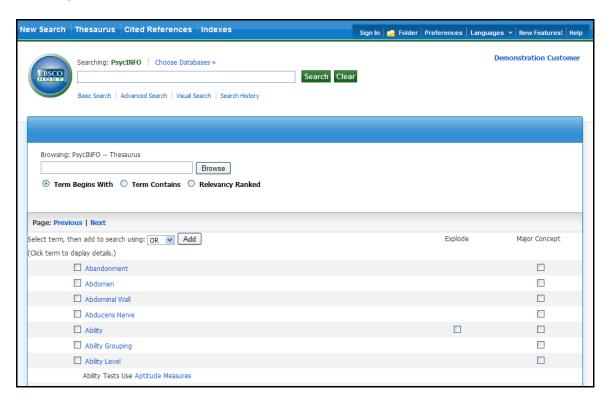
- Enter search terms in the Browse For field and click Browse. A list of subject terms is displayed. (You could also page through the terms using the Next | Previous links and mark the terms you want.)
- 3. You can mark terms and click the Add button. The terms are added to the Find field.
- 4. Click **Search**. A Result List is displayed.

Browsing within a Thesaurus

To browse a thesaurus:

- 1. To browse a thesaurus of terms available in the database, click the **Subjects** link at the top of the EBSCO*host* screen. If you are searching multiple databases, several subject lists may be available. They will appear in the drop-down list.
- 2. Select the thesaurus that you want to browse. A new thesaurus-specific Browse Screen is displayed. The thesaurus name appears above the **Browse for** field.

Note: For information on browsing CINAHL and MeSH headings, see the **CINAHL/MeSH Headings** Section.



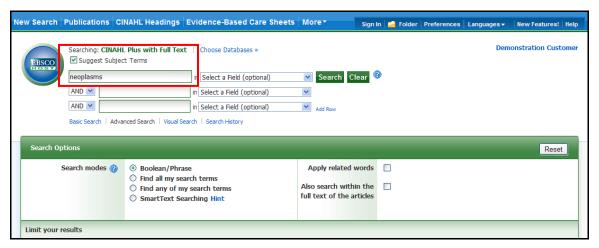
- Enter your search terms in the Browse for field, and then select from: <u>Term Begins With</u>, <u>Term Contains</u>, or <u>Relevancy Ranked</u> radio buttons and click Browse. A list of headings is displayed and your search terms are retained in the Browse for field.
- 4. Mark the headings that you want to use, combine your selections with AND, OR, or NOT if needed. (You always have the option of searching the terms requested. If a subject heading is not found for your search terms, the terms are displayed at the bottom of the list. You can mark the check box so that your terms are searched as a keyword search.)
- 5. Click the **Search Database** button. A Result List is displayed.

CINAHL/MeSH Headings

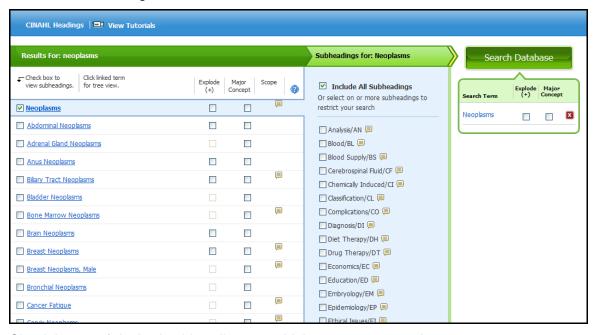
To use CINAHL/MeSH headings:

1. Enter your search terms in the **Find** field, check the **Suggest Subject Terms** box and click **Search**.

Note: You can also browse CINAHL or MeSH Headings by clicking the link in the top toolbar.

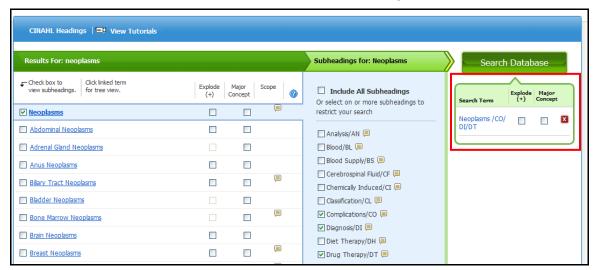


2. A result list of related terms is displayed. Check the box for a subject heading to view available subheadings.

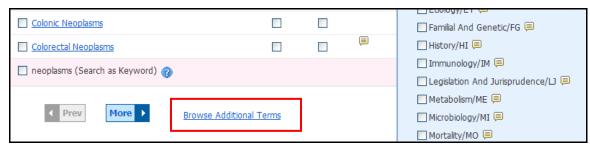


3. Check boxes of desired subheadings to add them to your search.

Terms are added to the **Search Term Builder** box on the right.

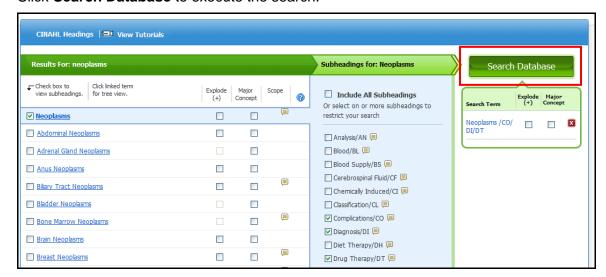


4. Click Browse Additional Terms to add more headings to your search

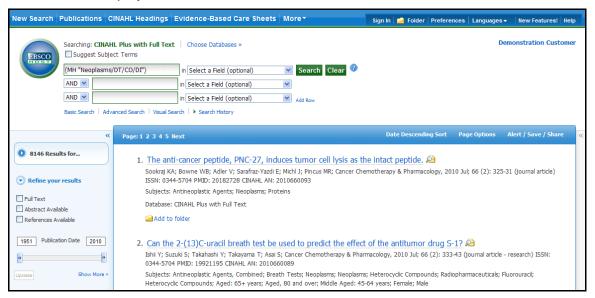


- OR -

Click Search Database to execute the search.



A result list is displayed.



Using Explode and Major Concept

Explode

When you **Explode** a term, you create a search query that "explodes" the subject heading. The headings are exploded to retrieve all references indexed to that term as well as all references indexed to any narrower subject terms.

In a database with a tree, such as *MeSH* or *CINAHL Headings*, exploding retrieves all documents containing any of the subject terms below the term you selected. In other databases, exploding retrieves all documents containing the selected term, as well as any of its first level of narrower terms. If a plus sign (+) appears next to a narrower or related term, there are narrower terms below it.

Major Concept

When you select **Major Concept** for a term, you create a search query that finds only records for which the subject heading is a major point of the article. Searches are limited with specific qualifiers (subheadings) to improve the precision of the search, and limited to major subject headings indicate the main concept of an article.

Combining Explode and Major Concept

If you select both **Explode** and **Major Concept**, you retrieve all references indexed to your term (and its narrower terms) and all articles for which the subject heading is a major point of the article.

Scope Notes

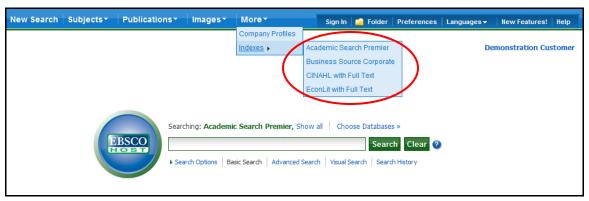
Click on the **Scope** link and view the entire Scope Note.

Browsing an Index

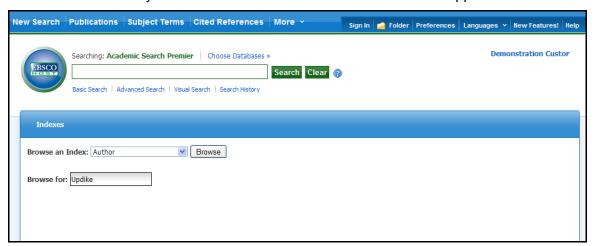
Browse a list of indexes for a specific database to view available citation fields.

To search by Indexes:

- 1. Click the **More** link at the top of the EBSCO*host* screen.
- 2. Click the **Indexes** link. If you are searching multiple databases, several Indexes may be available. They will appear in the drop-down list.

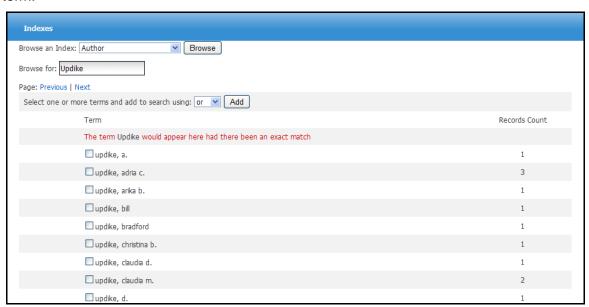


3. Select the Index that you want to search. The Index Search Screen appears.



- 4. Select a field from the drop-down list, for example: Author.
- 5. Enter your search term in the **Browse for** field, for example: *Updike*.

6. Click **Browse** to list your search results in alphabetical order, beginning with your selected term.



- 7. Mark the check box next to the term you want to select. Repeat steps 4 to 6 to add more items to the **Browse for** field.
- 8. Click **Search** to view your results.

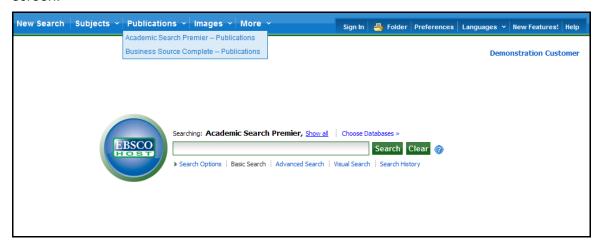
Browsing and Searching by Publication Name

The Publications Authority File lists the titles included in the database by publication name.

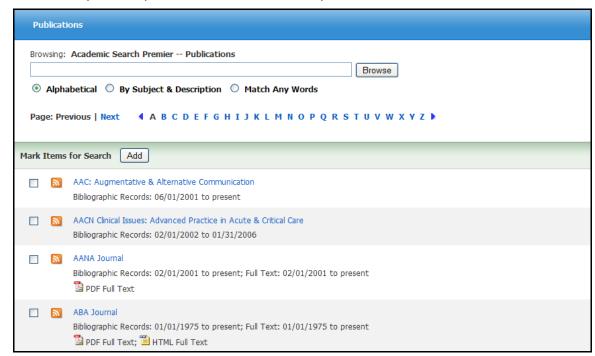
You can browse the list of publications or perform a search on one or more publications within a specific database.

To browse a Publications Authority File:

Click the **Publications** link (or **Hierarchical Journal** link) at the top of the EBSCO*host* screen.

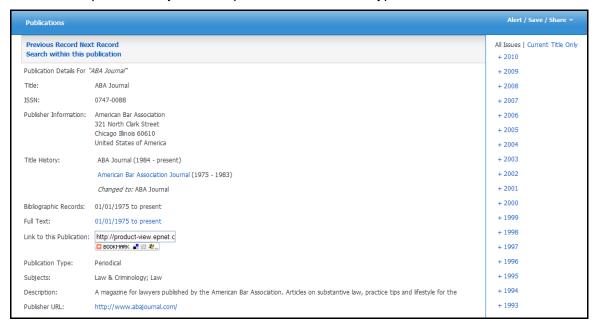


- 2. The Publications Authority File appears, with the beginning of the list displayed. (If you are searching multiple databases, several Publication files may be available. They will appear in the drop-down list under the **Hierarchical Journal** link.)
- 3. From the Publications tab, enter your search terms in the **Browse for** field. You can enter all or part of a publication name, for example, *ABA Journal*.



- 4. Select a search type by clicking the radio button next to:
 - Alphabetical This search type finds journals beginning with the letters entered.
 Results are displayed in alphabetical order.
 - By Subject & Description This search type allows users to simultaneously search the subject, description and title fields of a journal.
 - Match Any Words This search type finds publications containing one or more of your terms. Results are displayed in order of relevance.
- Click **Browse** to view your terms as they appear in the Publications Authority File. A Publication Title List is displayed.

For a description of the journal or publication, click the hyperlinked **Publication Name**.

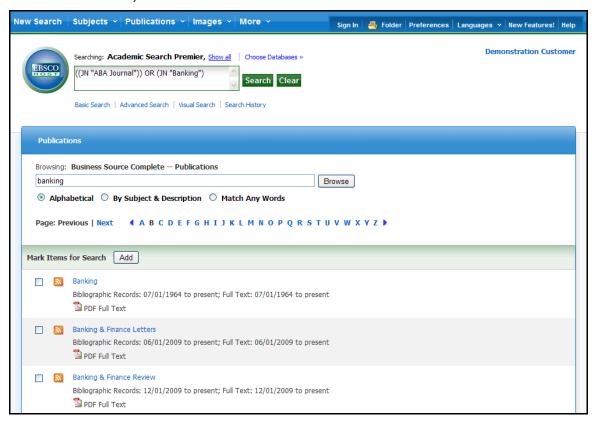


The information found in the Publication Details may include: the title, ISSN, publisher information (name, address, publisher URL), title history, bibliographic record and full text coverage, publication type, the subject and/or a description of the journal, and whether the journal is peer reviewed.

Hyperlinks to all issues are displayed in a column on the right side of the screen. If the journal displays a title history, you can switch between **All Issues** in the history or **Current Title Only** (the issues for the current title being displayed).

To search within several publications simultaneously:

1. With the Publications Result List displayed, mark the check boxes to the left of the publications you want to search. Click **Add** next to **Mark Items for Search**. The publications you selected are placed in the **Find** field on the search screen. (They are combined with **OR**.)



2. To search within those publications, click **Search**. To revise your search, add more terms in the **Find** field and click **Search**.

To search within a publication:

- 1. From a journal's Publication Details Screen, click the **Search within this publication** link.
- 2. The search screen appears with the **JN** tag and the journal name entered in the **Find** field (e.g., **JN "Time"**).
- 3. Add any additional search terms and/or limiters.
- Click Search. A Result List is displayed.

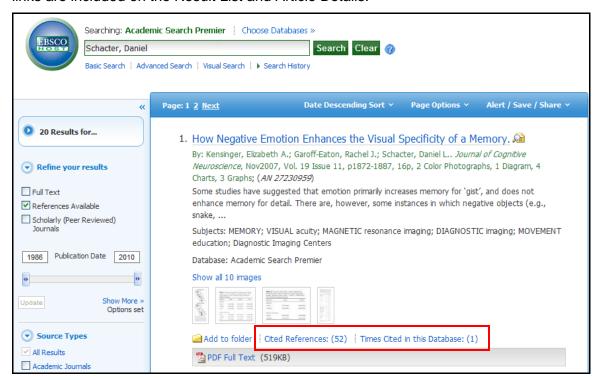
Note: If you are defaulted to the Basic Search Screen after clicking on the **Search within this publication** link, you must use a Boolean operator (**AND**, **OR**, or **NOT**) to combine the search terms with the journal name.

Searching and Browsing for Cited References

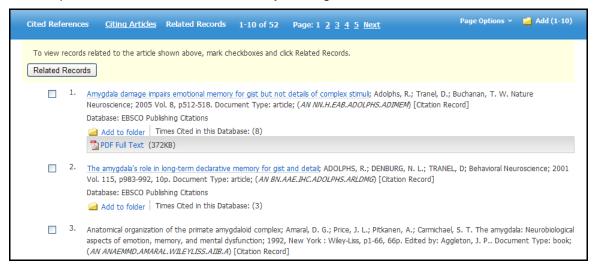
When you run a Basic or Advanced Keyword Search, the Cited References or Times Cited links are presented with your search results.

Browsing Cited References

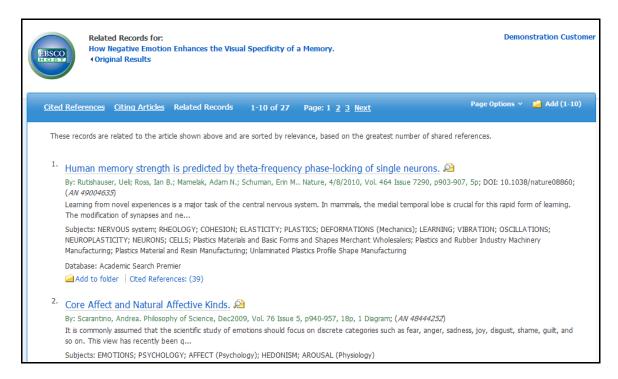
When a Basic or Advanced Keyword Search is performed, the **Cited References** or **Times Cited** links are included on the Result List and Article Details.



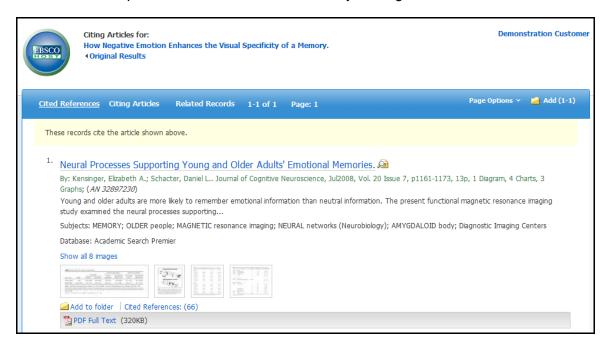
Cited References are notes in a publication referring you to another source that the author used when writing the article. If you click the **Cited References** link for an article, the Cited References Screen presents a list of records cited in your original article.



Related Records – If you select one or more references and click the **Related Records** button, the Related Records Screen lists the records related to your original article. These records are sorted by relevance, based on the greatest number of shared references.



Times Cited in this Database indicates the number of times that the article being viewed was cited in other articles. If you click the **Times Cited in this Database** link for an article, the **Citing Articles Screen** presents a list of records that cite your original article.



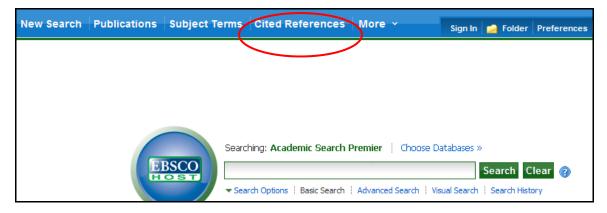
Cited References and **Times Cited in this Database** links are also displayed on the Detailed Record page, and can be saved to the folder. However, linking to Cited References or Citing Articles lists is not available from the folder.



Searching for Cited References

If you are searching a single database that supports "cited reference" searching, a **Cited References** link will display at the top of the EBSCO*host* screen.

If you are searching multiple databases, you may be able search for cited references in the individual databases. The database names that support reference searching will appear in the drop-down list.

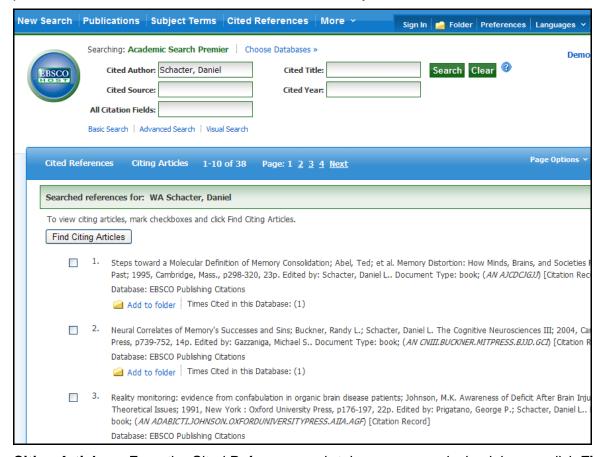


Enter search terms in the author, title, source, year or all citation fields.



The results of a cited reference search are displayed below the Cited References search fields. The search fields remain available so you can edit your search terms or run a new search.

Cited References - From the Cited References Search Screen, the Cited References Screen presents a list of citation records for the search terms you entered.



Citing Articles – From the Cited References sub-tab, you can mark check boxes, click **Find Citing Articles**, and retrieve a list of Citing Articles.

