

Searching CSA Databases

Databases

CSA databases include [ASSIA](#): Applied Social Sciences Index and Abstracts, [ARTbibliographies Modern](#), [BHI](#): British Humanities Index and [LISA](#): Library and Information Science Abstracts.

Starting

- From the Quick Search tab, you can choose a subject area across which to search from the drop down box. Alternatively, click 'select specific databases' and tick the box(es) of those you wish to search and click 'continue to search'.
- If you are accessing the CSA databases off campus you will need an Open University Computer Username (OUCU) and password

Search options

There are three search options:

- Quick Search - use for a simple initial search.
- Advanced Search - use to construct more detailed powerful searches.
- Search tools - offers various search options including:
 - Command Search -here you can enter a complete search strategy with Boolean Operators, field codes, wildcard symbols and proximity search.
 - Combine searches
 - Thesaurus - enabling you to search or browse the thesauri.
 - Indexes - enabling you to search or browse the indexes - these vary between database e.g. author index, journal name index.

Truncation

- Use * to find all terms that begin with the given text, **child*** will find **child** and **children**. It can be also be used as a multi-character wildcard to find alternative spellings, **behavi*r** will find **behavior** and **behaviour**
- Use ? to find alternative spellings, ? represents a single character, ?? represents 2 characters, **wom?n** will find **woman** or **women**.

Proximity searching

- **WITHIN #** - finds words in any order within a specified radius, for example **social within 5 security**.
- **NEAR** - finds words within 10 words of each other in any order with up to 9 words in between, for example **social near security**.

- **BEFORE** - finds words in relative order specified with the before expression, for example **social before security**. The words need not be adjacent to each other.
- **AFTER** - finds words that contain words in the relative order specified with the after expression, for example **scope after science**. The words need not be adjacent to each other.

AND, OR, NOT

- **AND**, use to find items that include both words, for example **child AND care**.
- **OR**, use to find items containing at least one of the terms, for example **old or elderly**.
- **NOT**, use to find items that include one term but not the other, for example **social policy NOT social security**.

These options are very easy to use in Advanced Search where they appear in drop down boxes.

Phrases

- In quick search as in advanced search, multiple words entered into the search field will automatically be treated as a phrase, for example **personality disorder**.

Additional features (Search Tools)

Browse Index and Thesaurus

These options are available from the Advanced Search screen (as links at the bottom of the screen) or the Search Tools screen. The indexes vary depending on which database you are searching, all have an Author Index which is useful for checking spellings of authors' names and Journal Names Index which lists all the journals indexed and abstracted by the database. The thesaurus is useful for checking you are searching using the relevant keywords and finding alternative keywords before carrying out a search to improve results.

Results

These are displayed as a list, with the default showing all publication types. Use the tabs to move between the different result types e.g. journal, web sites etc.

Viewing Records

Click on the title link or the View Record link to view the full record. Click on 'Next' to see the next record or 'Return to Results' to go back to the list of results. In the Advanced Search option you can select Full Format from the drop down Show menu at the bottom of the screen before you enter your search terms so the results display the full record.

Marking Records

Click in the box to the left of the record to mark it. Once you have marked all the records that are of interest to you click on 'update marked list'. You can then view a list of the records you marked by clicking on the 'marked records' link found at the top right of the page.

Saving/printing/emailing search results

Click on 'Save/Print/Email' and follow the on screen instructions.

Saving Searches

After carrying out a search, click on the 'Search History' link found at the top right of the screen. This will bring up a list of the searches you have done during your search session. Click on 'Save' next to the search you wish to save. You will be asked for your e-mail address and a password so you can access your saved searches next time you enter the database. The first time you do this you will have to create a personal profile. Once your search is saved you will be able retrieve via the 'History' tab in the Search Tools option and re-run it.

Search Alerts

After carrying out a search, click on the 'Search History' link found at the top right of the screen. This will bring up a list of the searches you have done during your search session. Click on 'Save as Alert' next to the search you wish to save. You will be asked for your e-mail address and a password so you can access your saved searches next time you enter the database. The first time you do this you will have to create a personal profile. A saved 'Alert' will be used to automatically search your selected databases for new content every week. After setting up an alert, you will receive an email message that contains up to 250 new records from each database that has new matching content. Once your search alert is saved you can edit or delete it via the 'Alerts' link found at the top right of the screen.

Search History

You can review your current set of search strategies, re-run or combine search strategies, or recall search strategies saved previously and view modify or delete your search alerts. To access this feature click on 'Search History' on the top right hand side of the screen.

Getting Help

On every page there is links to 'Help and Support', use this link to get further information about searching the databases.

Logging Off

When you have finished searching please remember to click on 'Logout', found at the top left of the screen.