EBSCO User Guide

Contents

EBSCO is an advanced search platform that allows you to perform advanced literature searches. The EBSCO platform provides access to a number of different research databases. It is good practice to search each database individually. Searching more than one database at a time will disable the thesaurus feature, which is not advisable for comprehensive systematic searching.

The following databases are available via EBSCO:

- Psychology and Behavioral Sciences Collection – contains journals relating to psychology and behavioural science
- CINAHL - Cumulative Index to Nursing and Allied Health Literature. CINAHL includes the top nursing and allied health literature journals.
- GreenFILE – contains information relating to the human impact to the environment.
- Medline - comprehensive biomedical database. Contains journal articles relating to medicine, nursing, pharmacy, dentistry, veterinary medicine, and health care.

A: Accessing EBSCO Databases and Creating a Personal Account

1. Accessing EBSCO Databases

- The quickest way to access EBSCO is via the NHS Knowledge and Library Hub. If you are on a Trust device, there should be an icon on the desktop:
- Double-click on this icon to open the Knowledge and Library Hub.
- If you are not on a Trust computer, you can access the Knowledge and Library Hub from the Rotherham NHS Foundation Trust

NHS Knowled...

[Library & Knowledge Service website](#) by selecting the **Resources** Tab and clicking on the link for the **Knowledge & Library Hub**.
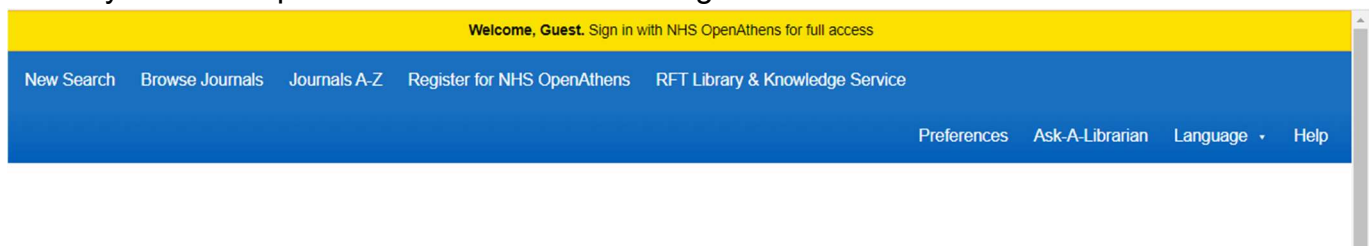
Resources

New! Discover the new NHS Knowledge & Library Hub: a single gateway to journals, books, databases, clinical decision support resources including NICE Guidelines, BMJ Best Practice and DynaMed, and one-click links to full-text.

- Scroll down the page and click on the **NHS Knowledge and Library Hub** underneath where it says **Start your Search** and click on the link

Start your search

The **NHS Knowledge and Library Hub** connects NHS staff and learners to high quality knowledge and evidence resources in one place.

- Along the top of the page you should see a yellow ribbon, prompting you to log in with your NHS Open Athens user name and login.

Welcome, Guest. Sign in with NHS OpenAthens for full access

New Search   Browse Journals   Journals A-Z   Register for NHS OpenAthens   RFT Library & Knowledge Service

Preferences   Ask-A-Librarian   Language ·   Help

- NHS Open Athens is used to authenticate that you are an NHS member of staff. Being logged in grants you access to the full range of full text resources available and allows you to access the health and social care databases such as CINAHL.
- Log in with the link in the yellow ribbon if you are have already signed up. If you have not previously registered, select **Register for NHS Open Athens.**

New Search   Browse Journals   Journals A-Z   Register for NHS OpenAthens   RFT Library & Knowledge Service

- Fill in your details and you will be sent your username and password. If you have already registered but have forgotten your details, please email the library at rgh-tr.libraryhealthcare@nhs.net and we will be happy to assist you.
- On the Knowledge and Library Hub page, scroll down to **In-depth searching.**

In-depth searching

AMED

British Nursing Index

CINAHL

Cochrane Library

EMBASE

EMCARE

HMIC (Health Management Information Consortium)

Medline

PsycINFO

Pubmed

Social Policy & Practice

2. Select **CINAHL**. ***We recommend searching one database at a time.*** You will be asked to sign in with your NHS Open Athens Username and password.

3. You can begin searching; however**,** it is a good idea to **create a personal/ research account to save your searches and results**. If you already have a personal account, login to it now.

4. To enable full functionality (save searches and results) and allow access to your **Folder** (previous searches, etc.), click the **Sign In** link on the top bar

Sign In   📁 Folder   Preferences   Languages ▾   Help   Exit

5. From here, either **sign into your existing Personal Account**, or fill in your details and select **Create Account.** This account is for an account with EBSCO and different to your NHS Open Athens account.

6. If you would like to change your database, from the menu above the search bar you will see the database you are currently searching, and here you can change the database by clicking on **Choose Databases**

Searching: **CINAHL**   Choose Databases   The

☐ Suggest Subject Terms
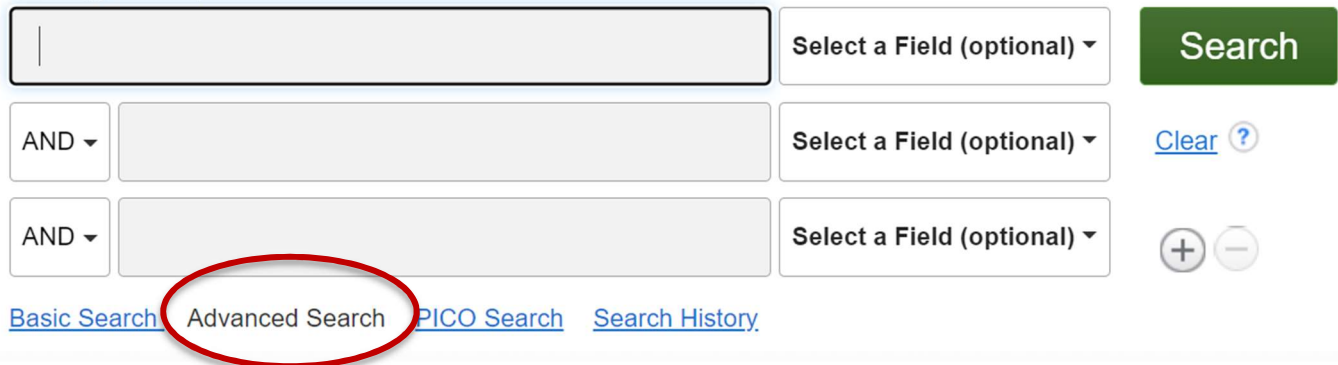
[   ]   Select a Field (optional) ▾   **Search**

B: Searching with free-text terms

7. To start a search, ensure **Advanced Search** is selected:
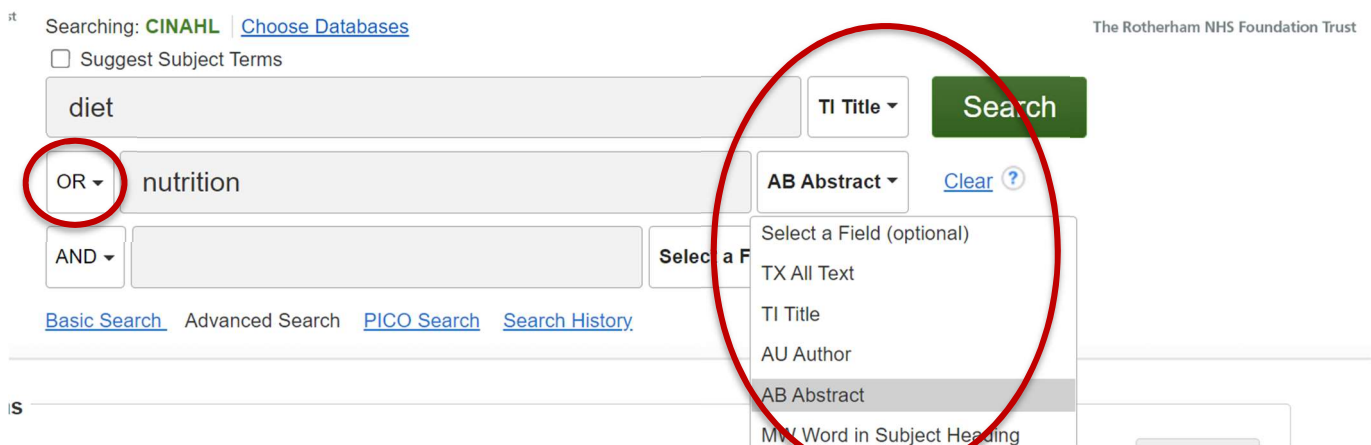
8. You can now start entering your search terms in the fields. To select which fields you would like to search, use the drop-down menus. You can choose to search all text in an item's record, or narrow your search down to specific fields
9. If you want to search more than one specific field, for example, Title and Abstract, you need to search for these on separate rows using **OR**. Once you've entered your search term, select **Search**:

Advanced searching tips and techniques

10. **Phrase searching**: if you need to search for two or more words, for example 'cognitive behavioural therapy',to tell the database that you would like all of these terms to appear next

to one another, e.g., as a phrase you can do this by putting the terms in "" inverted commas.. For example, "occupational therapy" or "attention deficit disorder". Otherwise, the databse will search for these terms, where they appear together but also where they appear seperately and in any order.

11. Truncation: **Truncation** is an advanced searching technique that allows you to truncate words, which takes into consideration plurals or variations of words. The truncation symbol in EBSCO is *

    Adding a truncation symbol will search for a word with any number of characters that appear after where you place the *

    E.g. **therap*** will retrieve all instances of therapy, therapies, or therapeutic or **Schizo*** will retrieve schizophrenia, schizophrenic, schizophrenics, schizoaffective.

12. It is useful to search for variations of the same term (this is known as 'synonyms') as different authors may use different words and phrases to describe the same thing. Language can change over time or different words and spellings may be used in different locations. For example, cancer and neoplasm or randomised or randomized.

13. Start to write out your search terms in the search boxes and select which field you would like to search with, e.g. Title or Abstract:

Searching: **CINAHL** | Choose Databases   The Rotherh
☐ Suggest Subject Terms

| diet or nutritio* or food or drink* or fruit or vegetable* | TI Title ▾ | **Search** |

| OR ▾ | diet or nutritio* or food or drink* or fruit or vegetat | AB Abstract ▾ | Clear ? |

| AND ▾ | | Select a Field (optional) ▾ | ⊕ ⊖ |

Basic Search   Advanced Search   PICO Search   Search History

Click **Search**

14. This will generate your first search line. If this doesn't display, click on **Search History**.

C: Searching for Subject Headings

Subject Headings, also referred to as Index terms are headings/ keywords that have been added to the article when they have been added to the database. They are worth including in your search as the indexer (person from the database who has added the keywords) has read the full article and there may be things that are mentioned in the full paper that aren't mentioned in the title or abstract.

15. To search for **Subject Headings**, select **Suggest Subject Terms**.

16. Type in what subject headings you want to search for and click **Search**

17. The database will take you to the most relevant subject heading.

18. If you click on the term, it will open up the term and show you where it sits within the broader database thesaurus. If it shows further related terms, that are indented, this means that there are narrower indexing terms, e.g.:

19. Ticking **Explode** will broaden your search and will include any of the narrower terms that sit under that term

20. Selecting **Major Concept** will narrow your search and will only search for articles where that term has been marked as the 'major focus' of the article by the indexers.

21. Clicking on the **Scope** speech mark symbol, will give you the definition used by the indexers.

Select which term you want to search for and tick if you want to **Explore or Major Focus** and select **Search Database**

Top tip! Searching for free text terms as well as infexing terms will give you widest set of results.

D: Combining Search Terms and Subject Headings

22. Combine your search terms and subject headings by selecting the line numbers you want to combine Then click **Search with OR**:

23. If you are searching for a second or third concept as part of your question, **repeat steps 7-22** to search for free text and indexing terms for additional concepts.

E: Combing search lines using AND

24. Once you have searched all your concepts, combine them using AND. In the example below, line 3 combines the results for one concept (diet) and line 6 for the second concept (cholesterol)

If you want to change the order that the search lines appear in, click on **Search ID#**.

Combining these concepts will search for all articles that discuss diet AND cholesterol. To do this select the lines that you have combined using OR, e.g., line 3 and line 6 and click on **Search with AND**

F: Filtering and Saving Results

25. If you scroll down the page, along the left-hand side you will see **Limit to**. Here you can restrict your results by publication date, language, source type (e.g. academic journal). If you are undertaking a systematic review, you may need to report whether you have used limits in your search and clarify why you have done so in your methods.

26. You can save individual results by **clicking the folder icon** (on the top right-hand corner of each result)**.** This will turn the folder icon gold.
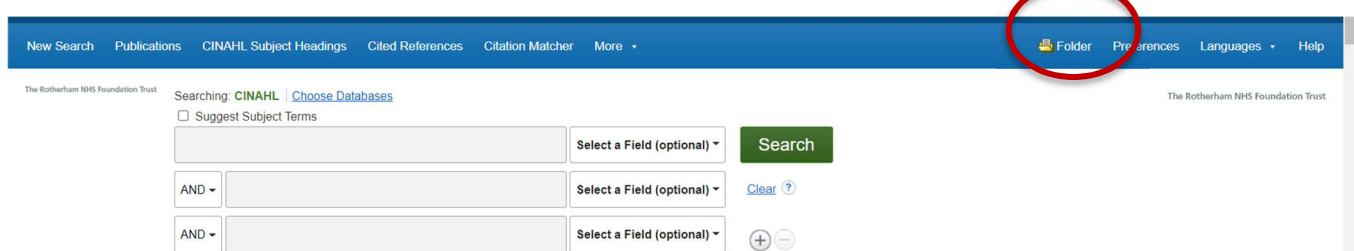
27. You can access these saved results by clicking on the **Folder** icon at the top of the page

28. There are two ways to export your results.
1) In your **Search Results** > select **Share**

Search Results: 1 - 50 of 322

Date Newest ▾   Page Options ▾   Share ▾

EBSCO'S OPEN-ACCESS INFORMATION ON COVID-19 & ORTHOPOX VIRUSES (MONKEYPOX)

DynaMed Orthopoxvirus Infections Topic

DynaMed COVID-19 Topic

Select **Add to Folder > Results 1-50**

Add to folder :

📁 Results (1-50)

📁 Add search to folder: S3 AND S6

Create an alert :

✉ E-mail Alert   📶 RSS Feed

Use Permalink :

Persistent link to search (copy & paste)
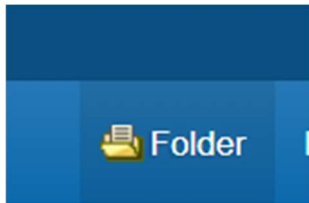
https://search.ebscohost.com/login.asp;

Export results :

E-mail a link to download exported
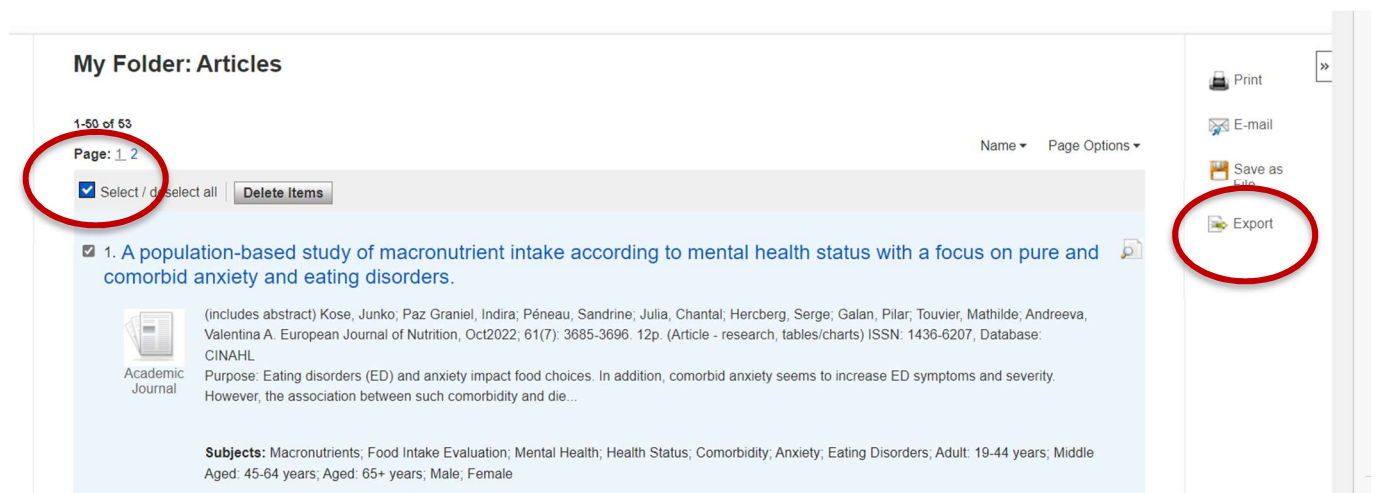results (up to 322)

Scroll down to the end of the page and click on Page 2 and select **Share > Add to Folder > Results 1-50.**

Page: 1 2 3 4 5 Next ▶

Repeat this step until you reach the end. Scroll to the top of the page and click on the **Folder** icon

In **My Folder**: Articles select **Select/ deselect all** and **Export**

In **Export Manager,** you will be asked which format you want to export to. If using reference management software, such as EndNote, select **RIS format**. Click **Save.**

Your export file will be automatically saved in your **downloads folder**.

29. If you need a copy of your search strategy you can generate this by selecting **Print Search History**. This will generate a PDF of the search history. You can save this for your records.

Don't forget!

If you have any questions or would like to meet with one of our experienced searchers to work through your search – please get in touch.

Rotherham NHS Foundation Trust Library	The Rotherham NHS Foundation Trust Rotherham Hospital Level D Email: rgh-tr.libraryhealthcare@nhs.net Telephone: 01709 427139

Acknowledgements:

This guide was adapted from the Northern Care Alliance NHS Library Trust's EBSCO Guide.