NOTE: For an overview of the research process, see EMPOWER at http://library.wichita.edu/empower/.

- General Tips for Searching Electronic Resources (Note: These techniques work with most online catalogs, periodical databases, reference databases, search engines, and other standard library resources):
  - To search for phrases, enclose them within double quotation marks:
    - “halo effect”
  - To search for multiple endings of words, use an asterisk in place of the variant endings. This technique is known as “truncation.”
    - introvert* (retrieves “introvert,” “introverts,” “introverted,” “introversion,” etc.)
  - To find all terms, use the “and” command. This command narrows your search.
    - “body image” and “eating disorders”
    - NOTE: Certain resources (e.g., Google products) assume an “and” between multiple search terms, so you don’t need to include one there.
  - To find synonymous/equally acceptable terms, use the “or” command (and enclose the phrase within parentheses). This command broadens your search.
    - “attention deficit disorder” or “attention deficit hyperactivity disorder”

1. How do I find periodical articles on my topic?

Use appropriate periodical databases and then construct a good search statement.

GENERAL/MULTIDISCIPLINARY DATABASES:
- Academic Search Complete – provides indexing to over 12k periodicals (mostly peer-reviewed academic journals, but some general interest magazines as well) and includes the full text of over 8k of these.
  - Sample search:
    - Topic: Is psychotherapy effective in treating Bipolar Disorder?
      - Search statements:
        - psychotherapy and (bipolar or manic)
    - Topic: Does birth order affect personality?
      - Search statement:
        - birth and order and personality
        - or
        - “birth order” and personality
SUBJECT-SPECIFIC DATABASES:

- **PsycINFO/PsyARTICLES** – PsycINFO selectively indexes 2k journals in psychology and related disciplines; PsyARTICLES includes the complete text of 70-plus journals (1988-present) published by the American Psychological Association and several other allied organizations.

  - Tips:
    - Advanced Search
      - Includes additional “limiters” such as “Publication Type” (e.g., “Dissertation Abstract”) and “Age Groups”
    - Sample search:
      - Topic: What is the relationship between the “halo effect” and employee evaluations?
      - Search statement:
        - “halo effect” and (employee or personnel) and (evaluat* or assess*)
        - or
        - “halo effect” and “personnel evaluation”

- **Psychology & Behavioral Sciences Collection** – provides full-text articles from more than 500 journals (most of them peer-reviewed) in psychology and the other social sciences.

- **Social Sciences Full Text** – provides full-text articles from and citations to hundreds of core journals in the social sciences, including psychology.

2. **If the complete article isn’t included in the database I searched, how do I find out if our library owns the journal that the article appeared in?**

   To find complete articles for which you have only a citation or abstract, you’ll need to click the “Periodicals Available at Converse” link on the library’s home page (under “Research” and then “Other Resources”) and check these two files:

   1. Click “E-Periodicals (in databases)” and key in the title of the PERIODICAL (or at least the first word or two) in the box to the right of “Title Begins With.” If the periodical appears in any of the databases the library owns, it will appear in a list informing you of the database(s) that include it and which issues it includes.
   2. If you don’t find the periodical(s) there, click on “Print Periodicals, Microform Periodicals, and Individually Subscribed E-Periodicals” and search by “title” for the periodical title (not the title of the article). If the
library owns the periodical in any of these formats, its record will appear here and will provide information on its format and the range of years for which the library owns it.

- If you have any questions about finding an article, please contact one of the librarians.

3. What if our library doesn’t own the journal(s) that I need?

Once you’ve determined that our library doesn’t own an article or book, you have a couple of options for obtaining materials from other libraries.

- For journal articles (and books not available through PASCAL), click on “Interlibrary Loan” from the “Interlibrary Loan/PASCAL Delivers” page and log in. Please make sure that you select the correct form (e.g., Journal Article Request, Book Request) and fill out the form as completely as you can. Articles generally arrive within 2-7 business days, while books usually take 5-14 business days.

- For books available through PASCAL Delivers, a statewide system that allows you to borrow books from other S.C. college and universities, simply fill out the form and these books generally arrive in just a few business days!