MSVU Library online resources

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Much of the library’s research resources are restricted to use by MSVU community members. The login can either be your novell login or you may use your Novanet login (ie. the barcode on your MSVU ID card along with the password being either the last 4 digits of your phone number or the last 4 digits of your student number).

Finding articles using keywords in databases and indexes

Most times when you are doing research (or other assignments) you may not know the exact journal names. In these cases you can use article databases and indexes to search on your area of interest. The databases will then let you know which journals contain articles that are relevant to your search.

1. Go to the library’s web site www.msvu.ca/library

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Novanet Discovery will search multiple databases and catalogues for a selection of books and articles.

For more in-depth research, Research Guides will provide a list of article databases related to your area of interest.
2. On the Research Guides page, click on your area of study.

You will be taken to your subject specific guide . . .

3. Click on the database you wish to search

Each subject page has the database relevant to that area listed. The most relevant databases are at the top of the page. Depending on your specific topic some will be more useful than others.

The user login is your Mount login (same as your Moodle login)

Please let us know if you are experiencing problems with logging into library resources.
4. Type your keywords and click Search

Use the **Subject Terms** feature if you need help with your keywords (see search tips on the next page)

Select a field (optional) will search in authors, subjects, keywords, title info (including journal title) and abstracts and is good for a wide search. We recommend this for your first search.

Choose **SU Descriptors** from the drop down menu will search only for subject areas and is good for a more specific search. We recommend this when you wish to refine your results.

Divide your research question into main concepts. Enter each concept on its own line.

**An example of results for articles**

Clicking on the title link will provide you with more information about the item, including an abstract.

Note the author, article name, journal name, date, volume, issue, and page numbers. You will need these to cite the reference.

You can limit your search by year published and/or to peer reviewed articles.

The **Check for full text** link will show you if the journal is provided on-line by MSVU.

Click on **Full Text** to view the article.
Search Tips:

- Generate and use different Keywords:
  For example, think of the concept of Economic conditions in very broad terms. Brainstorm with colleagues about all the terms that are included in the concept.
  Examples: socio-economic, poverty, income etc.
  Conduct searches using all the relevant terms to your area of interest.
  Use ‘OR’ to broaden your search e.g. poverty or poor
  Use ‘AND’ to narrow your search e.g. poverty and older people

- Check the Subjects on relevant articles you find

Subjects: LEARNING communities; EDUCATIONAL technology; STUDENT participation; ELECTRONIC discussion groups; LEARNING strategies; TEACHER-student relationships; EDUCATIONAL innovations; WEB-based instruction; MOTIVATION (Psychology); Internet Publishing and Broadcasting and Web Search Portal

Another excellent source of terms is the list of subjects that appears below the citation on the results page or above the abstract on the item description page. This list indicates the terms assigned to that article. Using these terms in your search can allow you to find similar articles.

- Use the Thesaurus or Subject Terms option

Type the key word in the Browse for box. This will let you know what other related terms this database might use.

- Use database shortcuts when typing in your keywords.
  These examples are for the Ebsco databases. Each database has a ‘help’ feature that describes its shortcuts.

  Truncation:
  In many databases the use of the symbol: * can be used to cover different word endings
  For example, manage* also retrieves managed, manages, manager, managerial, management etc.
Refining your Search within the database

The following items may prove useful in refining your search

Each database has its own advanced settings

For example ERIC allows you to limit to just the articles that are based on research. Choose Reports – Research in the Publication Type box. Explore the advanced setting to see which options might assist you in finding what you need.
Ordering articles when they are not available online

On the article for which you want the full text, click on ‘Check for full text’ or on some sites ‘Check@MSVU’

It will look something like this

or like this . . .

or like this . . .
This link lets you know whether we have the item or not.

If we have the item click on the **Full text available via** to be taken to the journal where you will find the article. We may subscribe to the journal from different vendors, so there may be several links to choose from.

If we don't have the item it gives you the option to request the item via interlibrary loan.

Click on the Document Delivery link: **Request item via** Document Delivery
You will be taken to the Document Delivery Request Form. 
Sign in with: 
User Login: your 14 digit MSVU ID card barcode (starts with 293590). 
User Password: last 4 digits of your phone number.

The information about the article should already be filled out for you.
- scroll to the bottom of the form,
- check that we've got your correct email address (because that is where the link to the PDF will be e-mailed),
- select the box to confirm that you are using this for private study (required for copyright regulations).
- You'll need to repeat this process for each individual article you need.
Exporting a citation from an Ebsco database to RefWorks

1. Do a search in a database . . .

2. Choose a citation to export

3. Choose RefWorks and click Save
4. Login to RefWorks
(if you are already logged in you will not have to repeat this step)
Please note: if your computer has pop-up blockers you will have to disable the pop-up blocker on this page.

Log-in to Refworks with your Log-in name and password.
If you are asked for an Institution Code, it is: RWMSVU
If you do not have a RefWorks account, click on “Sign up for an Individual Account” to create an account. Only do this once.

5. You will receive confirmation that your citation has been imported.

Click on ‘View Last Imported Folder’

6. View your citation in RefWorks

Folders allow you to create folders to organize your citations.

Bibliography allows you to create bibliographies using your chosen citation style. E.g. APA

Check citation for accuracy. Not all databases export the correct information. Especially check for page numbering.
Placing citations in Folders

Folders are key to managing your citations and creating bibliographies. To create a folder, click on Folders. Choose Create a Folder.

When you import citations into RefWorks immediately select and put your citations in a folder. You may create a new folder by clicking on the New Folder button.

Creating a Bibliography:

Select item(s) by checking the box. If you have many items you can choose ‘all in list’

Select your folder from the ‘Folder Icon’ list. List appears once you click on the icon.

Click on the Create Bibliography button
Often a pop up blocker will stop your bibliography from showing immediately. Click on ‘Click here’ to view your bibliography or email it to yourself.
Finding E-Journals

Sometimes you are given the name of a journal in which to find an article. In this case you do not have to use the article databases. You can go directly to the MSVU list of e-journals to check and see if we have the journal you need.

1. Go to the library’s web site www.msvu.ca/library

2. Type in the journal name (in full or partially) you wish to find in the search box and click Go
3. Review your Journal Results

List of journals with your search words
Different journals with the word ‘adult education’ are shown here.
Make sure you choose the correct journal

MSVU print journals indicates our print coverage for the title.
Ask about our document delivery service if you are at a distance.

4. Browse your Journal

When you click on the Find Title link you will be taken to the database where the journal is stored. The screens will be different for each of the databases but the basic concepts of browsing and searching will be the same. Be sure to read the screens and contact library@msvu if you have any questions.

You may click on Search within this publication to search for topics that are of interest to you with in this Journal only (note: you will find articles only from this journal and not any other journal).

Or, you may click on the year to browse the list of journals published in that year.
Find scholarly material using Google Scholar.

Google Scholar – [http://scholar.google.com](http://scholar.google.com) or for easier access to Mount articles

Lots of proprietary publisher materials will appear in the results list. To see which of these are available from the MSVU Library you must activate the *Find it @ MSVU* link.

1. Scroll down the page to ‘Bibliography manager’
2. Select ‘Show links to import citation into . . .’
3. Choose RefWorks
4. Next click on Library links in the upper right
5. Type in MSVU and click Find Library
6. Select the results
7. Click on Save
The Find it @ MSVU connects to the MSVU Library to see if we have this article. We do not always have the item, but if we do the following are examples of the steps you can take to get the article...

Click on 'Full Text available via'

Click on Full Text

Click on Find it @ MSVU

International Reading Association
A membership organization of literacy professionals

Process drama: A special space and place for writing

Abstract (summary) Translate

Drama is a tool for instruction and learning that supports literacy development while also fostering children’s inclination to imagine.

Jennifer Jasinski Schneider
Sylvia A.W. Jackson

Process drama: A special space and place for writing
If the articles you need for your research are not available via MSVU Library's online subscription (either available only in print or held by another library) you may request the article through our document delivery service. It will be scanned and a link to the PDF file will be emailed to you. We will do our best to fill all requests although please be aware that some items may not be available through this service. For example, books are not shipped outside of Canada.

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**Citation and bibliography resources**

**RefWorks**  
RefWorks allows you to save and organize your citations. It will automatically format your bibliography in citation styles, such as APA, ASA, MLA, Chicago, and various other styles required in your assignments.

When accessing RefWorks you may be asked for the institutional code. The Mount Saint Vincent University code is: **RWMSVU**. You will then be asked for your username and password. If you have not signed into RefWorks before, you must create your own RefWorks account. You can do this by clicking on the link “Sign up for an Individual Account”

Please visit our RefWorks page for more information, including several online tutorials.  
**Go to Library Home Page » Services » Citations & RefWorks**