

I. Books

Books about nursing are found throughout the Rs but in the RTs specifically. Use GIL, the online catalog, (<http://gil.gdn.edu>) to find books on a specific subject. From the GIL homepage click on **Keyword Search**; put different subjects in separate **Search for:** boxes and click on the **GO** button. For example, if you were looking for books on nursing and wound care you would type **wound care** in the first box, **nursing** in the second box; then click on the **GO** button. The catalog will perform a search on the terms and give a list of the books which match.

The library also has an additional 25,000 **electronic books** on different subjects available through the online catalog. You will need to set up a password [here on campus first](#) in order to access the books off campus.

GIL Express allows you to borrow books from other University System of Georgia libraries, but if you have one book late one day you are blocked from everything: GALILEO, book checkout, etc.

II. Finding Nursing Articles in Hightower Library

To find nursing journal articles you need to use either the print form of CINAHL or the GALILEO databases at <http://www.galileo.usg.edu> in the following order: 1.) *CINAHL with Full Text*, 2.) *Journals @ Ovid Nursing Collection*, 3.) *ProQuest Nursing and Allied Health Source*, 4.) *Academic Search Complete* (works similar to CINAHL with Full Text), 5.) *Consumer Health Complete* and 6.) *Lexis Nexis Academic*. Most of the databases contain full text articles from the 1990s to date. The quickest and most efficient way to get to a specific database from the GALILEO Homepage is to click on **Databases A-Z**, type the name in the box, for example, CINAHL with Full Text and click on the **Find Database** button. Click on the title of the database and go to step one of the specific database you want to search.

******Searching a specific database allows you to take advantage of the limiters that will make your search results fit the nursing faculty's requirements of publication dates, references, nursing journal article as well as limiting to what is available in English. This means you won't have to waste your valuable time looking at articles that don't match the requirements.******

A copy of Hightower Library's Nursing Periodicals list is available by clicking on the links in the following sequence from the Gordon College homepage: **My Gordon → Library Online Resources → Tips & Tutorials → Nursing Periodicals**. This list gives every nursing journal title that you will have access to, regardless of the format: paper, bound, microfilm or via the GALILEO databases listed above. Make sure we have the volume, issue and date that you need.

GALILEO Password - To find out your GALILEO password go to Gordon College's online library catalog at <http://gil.gdn.edu>. Look in the lower right hand corner of the screen for *Access my GIL Account to:* and click on **Get GALILEO Password**. When the next screen appears, Gordon College should be in the first box; type your barcode number from the back of your Gordon College ID or your institution ID (929 number) from the front of your Gordon College ID in the second box and your last name in the third box. Click on **Login to my Account** and your password will appear. Please be sure to click on **Exit** after you find out your password.

A.) CINAHL (Cumulative Index to Nursing and Allied Health Literature) with Full Text Database

CINAHL's focus is strictly the Nursing and Allied Health fields and indexes nearly **all** nursing journals including those in the Journals @ Ovid Nursing Collection database. This saves time when looking for nursing articles.

1. Once the Basic Search screen appears, click on the *Advanced Search* link below the box to get to the search screen with three boxes.
2. Type the topic or topics in the three *Find* boxes.
3. Please use the following limiters from the *Limit your results* box to make your search more specific (especially those preceded by an asterisk):
 - Full Text – Place a check mark in this box to limit to only full text titles. The library staff does not recommend doing this unless you are at home and need the article immediately.
 - *References Available - Place a check mark in this box to limit to articles with a bibliography or list of citations at the end of article.
 - *Publication Year – Type in the years you want to search (EX. for 2005 through 2009 type 2005 in the first box and 2009 in the other box).
 - *Journal Subset - Click on arrow at end of box to show choices. Highlight choice of **Nursing** and click on it (**Do not use Core Nursing**).
 - *Publication Type – Click on arrow at end of box to show choices. Highlight choice of **Journal Article** and click on it.
 - *Language – Click on arrow at end of box to show choices. Highlight choice of **English** and click on it.
4. Once all the limit boxes are set, click on the **Search** button near the top of the screen to get the results list. When the results list appears on the screen, look in the *Narrow Results by Subject* column for suggested subject headings. Choose one or more of the headings to type in the boxes and change **Select a Field optional** to **MH Exact Subject Heading**. The MH Exact Subject Heading makes the database look for only articles with those same subject headings.
5. The results list will use one of the following three icons:
 - HTML Full Text – the text of the article without any graphs or illustrations
 - PDF Full Text – a photograph of each page of the article as it appears in the journal/magazine.
 - ***Find It – the full text of the article **is not** available in this database. Click on the icon to see if it is available in another database, such as Journals @ Ovid Nursing Collection, or in Hightower Library in bound or microfilm format.
 - Take advantage of the Find It to link directly to articles available in other databases.
6. To make your research more efficient, click on the **Folder symbol** above or below the icon. This will store any useful citations in the folder. Once all searching is complete, click on **Folder View** to see the citations. The folder has the three following options:
 - PRINTING** – Print PDF citations individually. HTML citations may be printed individually or together with the folder list.
 - *****EMAILING** - This will allow you to send everything (citation, full text, PDF) so long as boxes under *Include when sending:* are checked. The citation list and HTML text of the articles will be contained in one email while each PDF article will be in a separate email as an attachment. Use this option to save yourself time and stress later.
 - SAVING** – Click on the disk symbol and follow the instructions to save to a disk.

Each option has the ability to set up the citations in APA style on the manager screen. Set the Citation Format to the desired style and complete anything else to get copies of the articles and a bibliography in the desired style. ***Check the bibliography against the APA style book to make sure the citations are 100% correct***

***** GET A COPY OF THE BIBLIOGRAPHY – See instructions below step 8*****

7. **PRINTING** - Do not use the **File → Print** in the upper left hand corner or the **printer symbol** at the top of the screen in the Microsoft Internet Explorer program because it will print a blank page.

To print articles one by one, first make sure that the article is on the screen and click on the **printer symbol** or **Print** button. Follow the rest of the instructions to send it to the printer. Once the article is printed, click on the underlined **Back** or **Result List** to return to the results list.

8. When finished searching click on the **Return to GALILEO** link in the right hand corner to return to the Databases A-Z screen. This will allow you to search other databases.

TO GET A COPY OF THE BIBLIOGRAPHY (without full-text of the articles) FROM CINAHL, FOLLOW THESE STEPS:

1. Click on *Folder View*. When the folder list appears, check *Select All*. Click on the *Envelope symbol*. When the email manager menu appears, type your email address in the E-mail to: box first. Next, uncheck the boxes before **HTML Full Text** and **PDF as separate attachment**.

2. Place the dot in the circle before **Citation Format**, change the box to show **APA (American Psychological Association)** and click on *Send*.

3. Go to your email and pull up the email. First click first on the arrow attached to *Other Actions* and then on *Edit message*. Edit the bibliography as necessary. Once the message is edited, click on the *Format Text* tab. Highlight the bibliography and click on *Copy*. Minimize the email, open a Word document and paste the citations in the document.

B.) Journals @ Ovid Nursing Collection

1. Click on the **Advanced Ovid Search** tab and then on **Limits**. Click on **Edit Limits** next and make sure the following are checked: Publication Year, Journal Subsets and Publication Types; then click on **Customize Limits**.

2. Set the Publication Year to the last five years (2005 and 2009). Journal Subsets should be set to *Nursing* and Publication Type should be set *Original Article*. Once all the limiters have been set, type the search terms in the box and click on **Search**. When the search screen reappears, scroll down below the Results Manager to see the citations. To see an article click on the **Ovid Full Text** link and the HTML article should appear.

3. To print a copy of the HTML form of the article, click on **Print Preview**. Leave Full Size highlighted and click on **Continue**. The article will reappear on the screen with a print box. Click on **Print** to send article to the printer.

4. To see the PDF form of the article click on the **Full Text (PDF)** link if that is available. Once the article appears on the screen, click on the printer symbol in the article to print a copy.

5. You may also email the article by using the **Email Article Text** link for the HTML form of the article or the Email icon for the PDF form of the article.

We do suggest that you email the articles to yourself so that you will not have to find them again.

6. To look at other articles on the list click on the **Current Search Results** link and scroll down to see citations list.

7. To look for articles on a different topic, scroll to the top of the screen to see the Advanced Ovid Search screen. Go back to step one to find more articles.

8. When finished searching the database, click on the **X** in the upper right hand corner to exit GALILEO. Go back into GALILEO to search other databases.

C.) ProQuest Nursing and Allied Health Source Database

1. Once the Basic Search screen appears, click on the tab labeled **Advanced** to get the search screen with three boxes.

2. Type the topic or topics in the three boxes. Leave the following as is:

Database: Leave as Medical Sciences –Nursing & Allied Health Source.

Date Range: Change to After this date mm/dd/yyyy. For example: After this date 08/13/2005.

Place check marks by one of the following if desired:

Full text documents only (Check if you only want full text articles).

Scholarly journals, including peer reviewed (Check if you only want scholarly articles).

Click on the More Search Options (on a gray tab) to make your search more specific. Change Document Type to **Feature**.

Once all the above is completed click on **Search** to continue.

3. The Results list will use the following types of icons show the availability of the article.

A. Abstract - if no full text of the article is available, the citation will have either a half page drawing or nothing.

B. Full Text (full page) -- indicates full text of article without any pictures or graphics is available.

C. Text + Graphics (box on top of full page) -- indicates full text of article, plus pictures/graphics in shrunken format, is available.

D. Full Text - PDF – indicates full text of article, exactly as it appears in the magazine with pictures or graphics, is available.

E. Find a Copy – Click on it and the FIND IT icon from Academic Search Complete will appear on the screen.

To make your research more efficient, check the box at the beginning of any useful article citations. Click on _ marked items to see a list of the useful citations (My Research) and some of the options: Create your own bibliography or Email marked documents.

Create your own bibliography – the database creates a bibliography in a specified style such as APA and allows you to print or email it.

*****Email marked documents** – the database will email the articles to a specified address and include a bibliography as well. Be careful and choose the correct format. Use this option to save yourself time and stress later.

4. **PRINTING** - Do not use the **File → Print** in the upper left hand corner or the **printer symbol** at the top of the screen in the Microsoft Internet Explorer program because it will print a blank page.

To print articles one by one, first make sure that the article is on the screen and click on the **printer symbol**. Follow the rest of the instructions to send it to the printer. Once the article is printed, click on the underlined **Back** to return to the results list.

5. When finished searching click on the **Return to GALILEO** link in the right hand corner to return to the Databases A-Z screen. This will allow you to search other databases.

D.) Consumer Health Complete – This database contains pamphlets, subject encyclopedias, images, diagrams, videos and animation about medical and health topics. It is primarily geared for use by the general public but nursing students may find the subject encyclopedias, images, diagrams, videos and animation useful for their studies. Access the database in the same way as others; when the Basic Search screen appears click on the type of information needed: Evidence-based Reports, Encyclopedias & Reference Books, Fact Sheets & Pamphlets, News, Drugs & Herb Information, Alternative Sources, Images & Diagrams or Videos & Animations. Type the search terms in the box and click on Search for results.

E.) Lexis Nexis Academic – Nursing students may find this database useful for finding articles about new drugs and medical discoveries. To find nursing journal articles, the best databases to use will still be the first three databases in this handout, but Lexis Nexis will provide additional information. Type subjects in the box on the Easy Search screen, specify your date and click on Search. Look in the left hand column, and under Sources By Category you can choose newsletters, magazines, newspapers, etc. You may also want to use the Subject to breakdown by subject category.