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# **Getting Started**

Put a check next to the database(s) you want to search. To search APA's five databases at once, put a check next to **Select ALL**. This screen will show the database(s) you or your institution has access to—you might not have all five.

SEARCH		BROWSE		TERM FINDER	MY PsycNET
Select Databases:					
PsycINFO	0	PsycBooks	0	✓ PsycCRITIQUES	•
PsycARTICLES	1	<b>₽</b> PSYCEXTRA	①	Select ALL	1

<u>Psycl NFO</u>—contains citations and abstracts from a wide range of scholarly literature in the psychological, social, behavioral, and health sciences. This database includes journals, books, reviews, and dissertations. Select this database to find literature from a broad array of topics in a number of formats from hundreds of publishers. For example, you can find a journal article about hearing in rats or a review of a book on memory. <u>Click here to view the journal coverage list</u>.

<u>PsycARTICLES</u>—select this database to find full-text journal articles in subject areas such as applied psychology, health, theory, research, social/personality, and more. Here you can find full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe Publishing Group. The majority of the journals in this database are covered from the first volume published.

Click here to view the most current journal coverage list.

ADEPT tutorial: A Closer Look at PsycARTICLES (Flash file; closed captioned)

PsycBOOKS—choose this database to find full-text books. Here you will find books published by APA, classic books from as early as 1620, and entries from the Encyclopedia of Psychology. Click <a href="here">here</a> to view the list of books. Searching this database allows you to find chapters from a variety of books. For example, if you're looking for information about obsessive-compulsive disorders, you will find not only entire books on the subject, but also individual chapters with obsessive-compulsive disorder as the subject matter.

ADEPT tutorial: A Closer Look at PsycBOOKS (Flash file; closed captioned)

<u>PsycEXTRA</u>—use this gray literature database to find credible professional material disseminated outside of peer-reviewed journals. Here you will find resources such as conference papers, consumer brochures, and government reports published by organizations, societies, and government agencies. For example, you can find fact sheets on childhood obesity or federal government reports on homeland security.

ADEPT tutorial: A Closer Look at PsycEXTRA (Flash file; closed captioned)

<u>PsycCRITIQUES</u>—use this database to find full-text reviews of books and films in psychology. Reviews can be an invaluable time-saving resource for instructors or other professionals. For example, when selecting books or films for classroom instruction, professors or librarians may want to read reviews in PsycCRITIQUES to narrow their selection rather than reviewing a number of books or films.

ADEPT tutorial: A Closer Look at PsycCRITIQUES (Flash file; closed captioned)

# **Easy Search**

Easy Search provides a quick and easy way to find the information you are looking for.

- First, select the <u>database(s)</u> you want to search.
- Type a word or phrase, author, or title into the search box.
- Click **Search**.
- Easy Search runs an Any Field search.



# **Advanced Search**

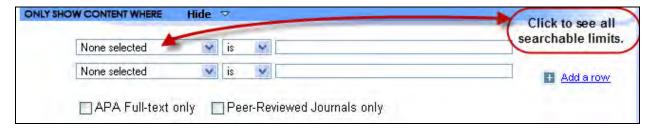


Advanced Search allows for more precise searching than <u>Easy Search</u>. You can create a complex search using a variety of options in the **Look For**, **Only Show Content Where**, **Date**, and **Display** areas.

The Look For section allows you to select from the <u>searchable fields</u>.



The <u>Only Show Content Where</u> section allows you to further limit your search by specific age group, population, document type, research methodology, and more.



The <u>Date</u> section allows you to limit to a date range or to records added to the databases recently.



The <u>Display</u> section allows you to determine the number of results to show per page and the initial sort option. By default, results are sorted by date, but you can also sort by author name, title, or relevance.



### Searchable Fields

All fields are searchable in all five databases except where noted.

Any Field: yields results from all the searchable fields except cited references

Abstract: brief summary of the document

Affiliation: institutional affiliation of the author

**Author:** name of the author or authors listed in the document; always displayed last name, first name, or first initial

**Author of Reviewed Item:** if the document is a review, this field indicates the author of the material being reviewed (PsycARTICLES, PsycCRITIQUES, and PsycINFO only)

Book Title: title of book

Cited References: the list of works cited published with an article, book, chapter,

dissertation, or electronic collection

Cited Reference Author: author of the material cited Cited Reference Source: name of the publication cited Cited Reference Title: title of the document cited

Cited Reference Year: year of publication of the material cited

Conference: name of the conference at which material was presented

**Content Owner:** person or organization owning the content materials (PsycEXTRA only; in all other databases, search Publisher)

Correspondence: address of the author

**DOI Number:** (Digital Object Identifier) publisher-registered persistent link to a unique full-text document

**Geographic Location:** location where the research took place or that was the focus of the study.

Grant/Sponsorship: name of grant or sponsor who funded the research

Index Terms: controlled vocabulary from Thesaurus of Psychological Index Terms

ISBN: International Standard Book Number assigned to the book or non-serial

**ISSN**: International Standard Serial Number assigned to the journal

Journal Title: title of journal or serial

**Keywords:** search three fields simultaneously—title, index terms, and keywords (natural language words describing the document's content)

**Publication Date:** captures the date of the publication either the day/month/year, the month/year, or the season/year

Publication Year: year the document was published

**Publisher:** organization/company that publishes the journal or book (except in PsycEXTRA; when in PsycEXTRA search Content Owner)

**Release Date:** the date the material was added to the database and the name of each database where it appears

Tests & Measures: indicates if a test was used in the methodology of a study

**Title:** this refers to the document title, which is the title of the journal article, book chapter, book title, or dissertation

**Title of Reviewed Item:** if the document is a review, this field indicates the title of the material being reviewed (PsycARTICLES, PsycCRITIQUES, and PsycINFO only)

Unique I dentifier: a distinct number that identifies the record, assigned by APA

**Year of Reviewed Item**: if the document is a review, this field indicates the publication year of the material being reviewed (PsycARTICLES, PsycCRITIQUES, and PsycINFO only)

# **Only Show Content Where**

You can also limit your search to a specific age group, population, document type, research methodology, and more using the **Only Show Content Where** feature. For example, if you are looking for a clinical case study about seasonal affective disorders, search "seasonal affective disorder" and limit the search to clinical case study.



- Select the limiter from the first drop-down menu.
- Select "is" or "is not."
- Select the value.

See two example searches using these limits.

You may choose from six limiters in the Only Show Content Where area:

1. Age Group: describes specific age groups related to the document's content

Childhood (birth to 12 yrs)
Neonatal (birth to 1 mo)
Infancy (2 to 23 mo)
Preschool Age (2 to 5 yrs)
School Age (6 to 12 yrs)
Adolescence (13 to 17 yrs)
Adulthood (18 yrs & older)
Young Adulthood (18 to 29 yrs)
Thirties (30 to 39 yrs)
Middle Age (40 to 64 yrs)
Aged (65 yrs & older)
Very Old (85 yrs & older)

2. Supplemental Material: material separate from the source document

3-D Modeling Images Tables and Figures

Appendixes Text
Audio Web Sites
Computer Software Video

Data Sets Work Book/Study Guide

DVD/CD Other

**Experimental Materials** 

- **3. Classification Codes:** 4-digit numbers representing broad subject categories from the <a href="PsycINFO Content Classification Code System">PsycINFO Content Classification Code System</a>
- **4. Content Provider:** type of organization providing the content of the materials in the database (PsycEXTRA only)

Association/Society

**Educational Institution** 

Government

Government (US)

Government (Non-US)

Government (State)

Government (Local)

Government (Multinational)

Individual

Private Company/Corporation (For-Profit)

Research Institute (Private)

5. Document Type: describes what the document is

Abstract Collection: document is a collection of abstracts

Bibliography: a list of document citations (e.g., books or journal articles), often with

descriptive or critical notes relating to a particular subject, period, or author

Chapter: chapter of a book, authored or edited

**Column/Opinion:** non-article type document providing updates, personal perspectives, etc.

**Comment/Reply**: a comment, reply, rebuttal, or rejoinder to a previously published work Dissertation: thesis or a document that presents the author's research and findings and is

submitted in support of candidacy for a doctoral degree

Editorial: statement of opinions, beliefs, and policy of the editor of a journal

Encyclopedia Entry: individual entries from an encyclopedia

**Erratum/Correction:** correction of errors in a previously published work or designation of an article or book retracted in whole or in part by an author, publisher or other authorized

Journal Article: article from a serial

**Letter:** a letter to the editor of a journal of book

**Obituary**: notice of the death of a person

Publication Information: non-article type information in journals, usually includes

important announcements such as a new journal editor **Reprint:** document is a reprint from another publication

**Review — Book:** review of a book

**Review — Media:** review of a film or video

Review — Software & other: review of software, website, or any other review that is not

a book or media review

### **6.** Methodology: captures the research method used in a study

Brain Imaging Literature Review Clinical Case Study Systematic Review **Empirical Study** Mathematical Model Experimental Replication Meta Analysis

Followup Study Nonclinical Case Study Longitudinal Study Qualitative Study Prospective Study Quantitative Study

Treatment Outcome/Randomized Clinical Trial Retrospective Study

Field Study Twin Study Interview

Focus Group

# 7. Population Group: describes the subject population group of a study

Human Male Animal Inpatient Female Outpatient

### Date

You can limit your search to

- items published in the last year, 3 years, or 5 years,
- items published within a year range of your choice, or
- items added to the APA PsycNET platform in the last 7, 14, or 30 days.

May 2011 8

# **Display**

- You can choose to display 25, 100, or 250 records per page.
- You may also choose whether to display your results sorted by year, author, title, or relevance. By default, the results will display by year, with the most recently published item shown first.

# **Other Search Options**

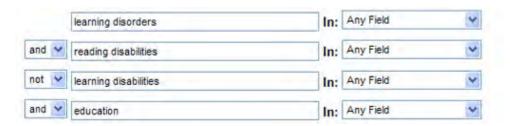
# **Boolean Operators**

Boolean operators allow you to expand or narrow your search as needed.

Combine search terms to narrow ("AND") or broaden ("OR") results. Use "NOT" to exclude records from retrieval.

Operator	Example	Retrieval
And	Learning AND Motivation	Both terms (Narrows)
Or	Learning <b>OR</b> Motivation	Either or both terms (Broadens)
Not	Learning <b>NOT</b> Motivation	Excludes those with Motivation (Narrows)

The search system follows the order <u>Boolean operators</u> are entered when there are two or more operators in a search expression. For example, if you enter the following

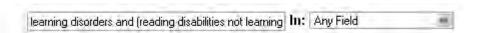


The search will retrieve:

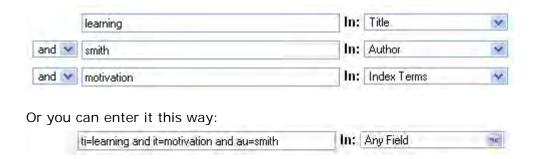
learning disorders and reading disabilities not learning disabilities and education

If you meant something else, group your concepts on one line using parentheses. For example:

learning disorders and (reading disabilities not learning disabilities) and education



If you wish to group concepts, but are searching multiple fields, for example:



### Truncation

Truncation will find all forms of a word root. The asterisk (\*) will replace more than one character. For example, searching *therap*\* finds *therapy*, *therapies*, *therapist*, *therapeutically*, etc.



### **Exact Phrase**

By surrounding your query terms with quotation marks, you can search for exact matches. For example, searches for the exact phrase *early personality development* but not for *personality development*, *early development of personality*, etc.



# **Proximity Searching**

A tilde (~) followed by a number finds search terms in close proximity. This requires the database to yield results only when your search terms appear within a certain number of words of each other.

Increasing the n (number) increases the number of documents retrieved, because it increases the maximum number of searchable words that can occur between your search terms.

For example, "perceived stress scale" ~ 1 retrieves *Perceived Stress Scale* OR *Perceived Maternal Stress Scale*.



# **Command Line Searching**

The command line field values are listed here and are all case sensitive.

Field	Command Line	Alterative Command
	Value	Line

Abstract	ah	abatraat
Abstract Affiliation	ab=	abstract=
	aff=	
Age Group Author	ag=	author
Author of Reviewed Item	au=	author=
	aur=	
Auxiliary materials	aux=	
Book Title	bt=	booktitle=
Book Type	bty=	booktype
Classification Code	CC=	class=
Conference	conf=	conference=
Content Owner	CO=	
Content Provider Type	cpt=	
Copyright Holder	CopyrightHolder=	
Copyright Statement	CopyrightStatement=	
Copyright Year	CopyrightYear=	
Document Type	dt=	doc=
DOI Number	doi=	
Full Text	ft=	
Index Term	it=	indexterm=
ISBN	isbn-	
ISSN	issn=	
Issue	issue=	
Issue Publication Date	IssuePublicationDate=	
Journal Title	jt=	journaltitle=
Keywords (just the KW	kw=	keyword=
field, not Title & Index		
Term)		
Keywords (TI, IT & KW)	KEYWORDS=	
Language	lang=	
Location	loc=	
Methodology	me=	methodology=
Population Group	pg=	pop=
Publication Date	PublicationDate=	
Publication History	PublicationHistory=	
Publication Status	PublicationStatus=	
Publication Year	py=	pubyr=
Publisher	pub=	publisher=
Release Date	rd=	
Reviewed Item	rev=	
Test & Measures	tm=	
Title	ti=	title=
·	·	

Title of Reviewed Item	tr=	
Year of Reviewed Item	yrrev=	
UID	uid=	

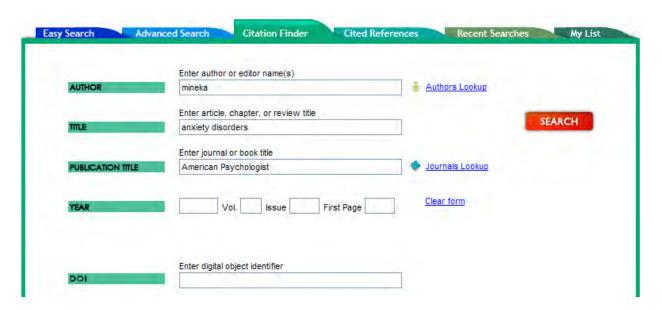
# **Additional Hints and Search Strategies**

- To get more targeted results, search with Boolean, exact phrase, and proximity operators, for example: Husband OR Spouse, "forensic evaluation," "child abuse" ~ 2
- Use more specific terms as opposed to general ones. A broad query like "perception" could retrieve anything from numerosity perception to extrasensory perception.
- Search multiple phrases that could represent the topic, for example, "guided imagery therapy" or "directed reverie therapy"
- Evaluate your results: Did you find what you were looking for? Is better information still out there? How can you refine your query to find better information?
- Adjust your search strategy: If the results do not seem relevant, or if you are not satisfied with the size of the retrieval, try adding or eliminating concepts, changing the proximity operators, searching other fields, or using limits.

### Citation Finder

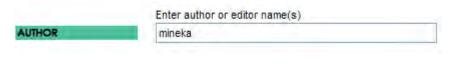
Citation Finder is a quick and easy way to verify a citation.

- First, select the database(s) you want to search.
- Type the information you know into the appropriate search box, be it a word or phrase, author, or title.
- Click Search.



### **Author**

If you know the author or editor of a book, book chapter, journal article, or dissertation, enter the author's last name. If this retrieves too many results, you may also want to include the author's first name or first initial.

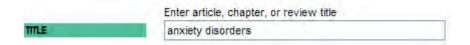


# Helpful hint

If you are unsure how to spell an author's name, click the <u>Authors Lookup</u> link to view the index of author names.

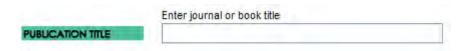
### **Title**

Enter the title or the word(s) you want contained in the title in the search box. For example, typing "amygdala" will return results with "amygdala" in the titles. If you know the complete title (e.g., "The role of the amygdala in human fear"), enter it in the search box to reduce the number of irrelevant hits.



### **Publication Title**

Enter the journal title, the book title, or the word(s) you want contained in the publication title into the search box. For example, typing "American Psychologist" will yield a list of all citations from the journal entitled *American Psychologist*.



### Year

If you know the year, volume, issue, or the page number accompanying the document, enter that in the appropriate box.



### DOI

If you know digital object identifier (DOI) of the document, enter it in the appropriate box.

	Enter digital object identifier
DOI	

See an example search using the Citation Finder.

# **Author & Journal Indexes**

When you aren't sure where to start, it can be helpful to browse a complete index of the author names and journal titles.

# **Authors Lookup**

You can quickly add author name variations from a browsable list of authors. Click the **Authors Lookup** link to view the list.



Type an author name into the **Jump to** box, or browse the alphabetical list.



Select the author(s) name by clicking the checkbox and the name will be added to the cart. When you have the name(s) selected, you can select a Boolean operator "and" or "or" and add those names to the search by clicking the ADD TO SEARCH button.



# **Journals Lookup**

If you don't remember the exact journal name, you can quickly select from a browsable list of journal titles. Click **Journals Lookup** to view the full list.



Type a journal title into the **Jump to** box, or browse the alphabetical list.



Select the journal(s) by clicking the checkbox, and the journal name will be added to the cart. When you have the selected all the journal titles you want to search click the ADD TO SEARCH button.



# **Cited References**

Cited Reference searching allows you to search the works cited list. This is useful to see where people have cited a reference.

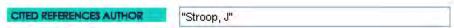
Click on the Cited References tab.

Cited reference searching allows you to see who is referencing an author's research—the author could be you, a colleague, or someone whose research interests you.

Cited References Author: author of the material cited

# Helpful hint

If you know the author's first initial, you can improve your results by including the name in quotation marks.



**Cited References Source**: name of the journal cited **Cited References Title**: title of the document cited

Cited References Year: year of publication of the material cited



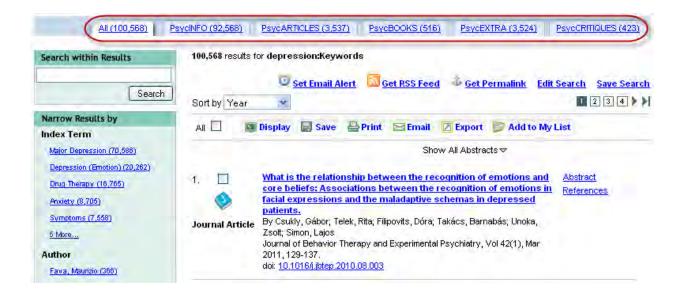
### **Results List**

When you are at the results list, you can reorder the results by clicking on the **Sort by** drop-down menu. You have the option to reorder results:

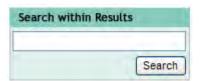
- chronologically by year
- alphabetically by author
- alphabetically by title
- by relevance ranking



You can also change the display to show results from only one database by clicking on that database's tab. The number next to each database is the number of results retrieved from the database.



### **Search Within Results**



Allows you to add search terms to quickly narrow your results down to more relevant hits. This will not create a new search, but will apply the search terms to your existing results.

# **Narrow Results By**



This at-a-glance overview of the search results gives you several options to quickly narrow your results to relevant records.

**Index Terms:** Displays the top Index Terms inside your existing search. Clicking on an Index Term will display only the records that contain that Index Term.

**Author:** Displays the top Authors inside your existing search. Click on an author's name to view only his or her records.

**Author Affiliation:** Displays the top Author Affiliations inside your existing search. Click on the institution to view only records with that author affiliation.

**Publication Type:** Displays the top Publication Types inside your existing search. Click on one to view only those records—for example, click on "Books" to show all book records inside your search.

**Journal/Book Title:** Displays the top Journal and Book Titles inside your existing search. Click on one to view only those records.

**Year:** Displays the top Publication Years inside the existing search, and displays year with the most hits first. Click on one to view only records published in that year.

**Age Group:** Displays the top Age Groups inside your existing search. Click on one to view only those records.

**Population Group**: Displays the top Population Groups inside your existing search. Click on one to view only those records.

**Methodology:** Displays the top Methodologies inside your existing search. Click on one to view only those records.

**Tests & Measures:** Displays the top Tests & Measures inside your existing search. Click on one to view only those records.

<u>Classification Code</u>: Displays the top Classification Codes inside your existing search. Click on one to view only those records.

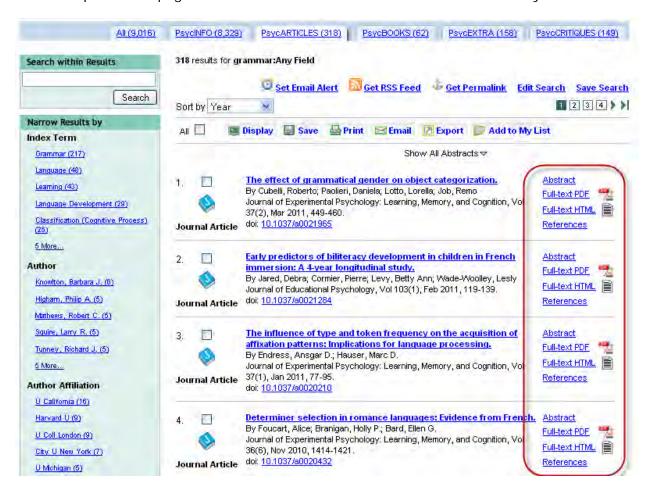
### **Find Full Text**

There are a number of possibilities to find the full text of articles, book chapters, book reviews, and other documents through the APA PsycNET platform.

If you are accessing the APA PsycNET platform through an institution that can provide full-text content not owned or published by APA, you will see a button or link for "full text" in the right-hand column of your results list. Your library may also be able to obtain content through interlibrary loan. If you have any questions, consult your institution's librarian.

On the PsycARTICLES, PsycBOOKS, and PsycCRITIQUES tabs, you will see options to read the full text of the items. PsycARTICLES provides HTML and PDF versions; PsycBOOKS and PsycEXTRA provide PDFs only; PsycCRITIQUES provides HTML pages only.

This example results page shows a few of the full-text records available in PsycARTICLES:



If your institution subscribes to the databases or if you have an individual subscription, these links will take you directly to the full text. If not, clicking these links will allow you to purchase an article or chapter.

The HTML view allows a researcher greater flexibility that does the PDF. You may jump to individual sections; download tables and figures as PowerPoint slides; create alerts for comments, replies, citations, or corrections; share the citation via Facebook and other social media sites; and more.

tutorial: Enhanced HTML in PsycARTICLES (Flash file; closed captioned)

### **Definitions**

Within the text of articles you will notice that some words have a dotted line under them. If you click one of these words, you will see the definition (from the <u>APA Dictionary of Psychology</u>).



You can turn the definitions off by clicking the "Turn Off Dictionary" link at the bottom of any definition or by clicking the link in the Tools section of the right-hand panel.

To turn the dictionary back on, click "Turn On Dictionary" in the Tools section of the right-hand panel.

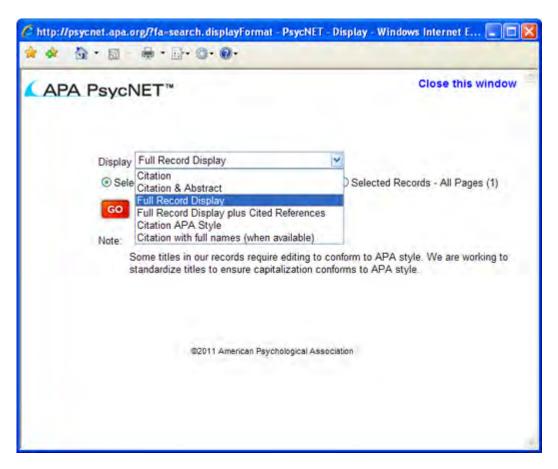


# **Managing Results**

Place a check next to each record you wish to select. Then you can display, save, print, email, export, or add to your list.



Display allows you to choose the display of your selected records. Click Display and choose your display option from a pop-up window.



Citation: will display the citations only

Citation & Abstract: will display the citation and abstracts to all selected records

Full Record Display: will display all fields except the cited references

Full Record Display plus Cited References: will display all fields including the cited

references

Citations APA Style: will display the citations in APA Style

Citation with full names (when available): will display the citation and full name(s) of

the author(s) when that information is available



Save allows you to save your results in the following formats:

Citation: will save the citations only

Citation & Abstract: will save the citation and abstracts to all selected records

Full Record Display: will save all fields except the cited references

Full Record Display plus Cited References: will save all fields including the cited

references

Citations APA Style: will save the citations in APA Style

Citation with full names (when available): will save the citation and full name(s) of the

author(s) when that information is available



Print sends the selected results to the printer in the following formats:

Citation: will print the citations only

Citation & Abstract: will print the citation and abstracts to all selected records

Full Record Display: will print all fields except the cited references

Full Record Display plus Cited References: will print all fields including the cited

references

Citations APA Style: will print the citations in APA Style

Citation with full names (when available): will print the citation and full name(s) of the

author(s) when that information is available



Email your results.

Citation: will email the citations only

Citation & Abstract: will email the citation and abstracts to all selected records

Full Record Display: will email all fields except the cited references

Full Record Display plus Cited References: will email all fields including the cited

references

Citations APA Style: will email the citations in APA Style

Citation with full names (when available): will email the citation and full name(s) of the

author(s) when that information is available



Export allows you to export selected citations to bibliographic software.



Reference software: (to export to other bibliographic software, e.g., EndNote or Zotero)

- Choose Reference Software from the drop-down menu and click Go.
  - o This creates a .ris file (the standard format for bibliographic software).
  - o Note that some bibliographic software can be automatically set to detect this type of file extension and will automatically upload your files at this point.
- A dialog box will prompt you to open or save the file.
  - o If you select open, you will need to browse/select your bibliographic software program and proceed to open the file as your normally would with your preferred bibliographic software.
  - o If you select save, you can save the file and then upload this file to your preferred bibliographic software.

### RefWorks:

- Choose RefWorks from the drop-down menu and click Go.
- Click Continue with Export—this will open a new window for RefWorks
- If you are not already logged into RefWorks you will need to do so to proceed.
- Your citations will be automatically imported.

You cannot currently export citations from the PsycEXTRA database.

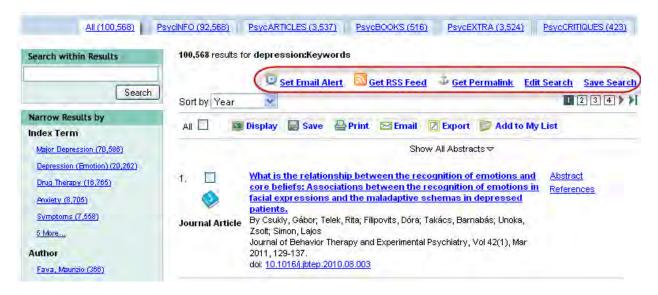
ADEPT tutorial: APA PsycNET: How to Export Citations to RefWorks and Other Reference Management Software (Flash file; closed captioned)



Add to My List stores your results in a permanent place that is part of your My PsycNET account. You can continue searching and add more items to the list throughout your session. This list is saved for future use— you can access it by logging in to your My PsycNET account.

# **Managing Searches**

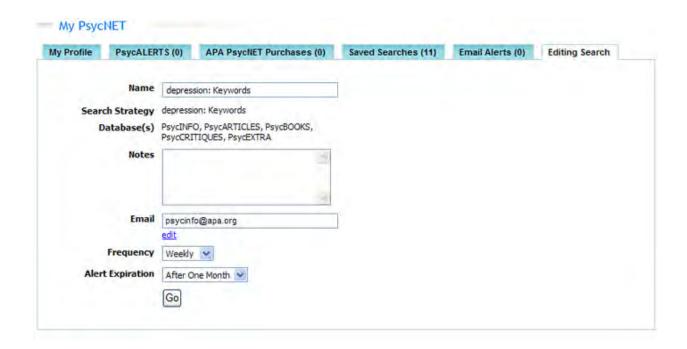
On the Search Results page, you can manage your search by setting up an email alert, an RSS feed, creating a Permalink, editing or saving your search strategy.



### **Email Alerts**



To set an email alert, click the "Set Email Alert" button. This will prompt you to sign in to your My PsycNET account. From here you will be able to name your search, add notes to yourself about the search, determine the frequency of the email alert, and determine when the alert will expire. Go back to My PsycNET at any time to edit or delete the alert.



<u>ADEPT</u> **tutorial**: <u>Setting Up Personalized Alerts</u> (Flash file; closed captioned). The running time for this tutorial is 2.37 minutes.

# **RSS Feeds**



To set an RSS Feed, click the "Get RSS Feed" button. This will open a pop-up window that lets you open or save the RSS Feed.

**ADEPT tutorial**: <u>Creating Customized RSS Feeds</u> (Flash file; closed captioned). The running time for this tutorial is 1.29 minutes.

### **Permalinks**



To create a permanent link to your search results page, click the "Get Permalink" button. This will open a box with a unique URL that you can copy and paste.

\*\*DEPT tutorial: How to Create Permalinks of Custom Searches\* (Flash file; closed captioned). The running time for this tutorial is 1.30 minutes.

### Save and Edit Searches

### **Edit Search**

To edit your existing search, click the "Edit Search" link. This will take you back to the search screen where you can make changes to the search strategy.

### Save Search

To save your search strategy, click the "Save Search" link. This will give you the opportunity to name your search and save it permanently in your <a href="May PsycNET">My PsycNET</a> account. Go back to My PsycNET at any time to execute the search, or to edit or delete it.

### **Recent Searches**

**Recent Searches** captures all the searches you conduct in a single session—once you log-off, the search history resets. To save a search for future use, save it to **My PsycNET**.



Your search query and database(s) searched are saved and listed here. You have the option to perform the following actions:

Edit your search: This will bring you back to the search page. You can add or remove search terms and limits.

Run your search: This will re-run the search.

Save Save: This will save your search strategy in My PsycNET.

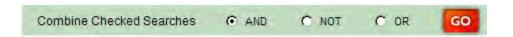
Set Alert: This will create an email alert. This will prompt you to sign in to your My PsycNET account. From here you will be able to name your search, add notes to yourself

about the search, determine the frequency of the email alert, and set when the alert will expire. Go back to My PsycNET at any time to edit or delete the alert.

Get RSS Feed: This will open a pop-up window that lets you create an RSS Feed.

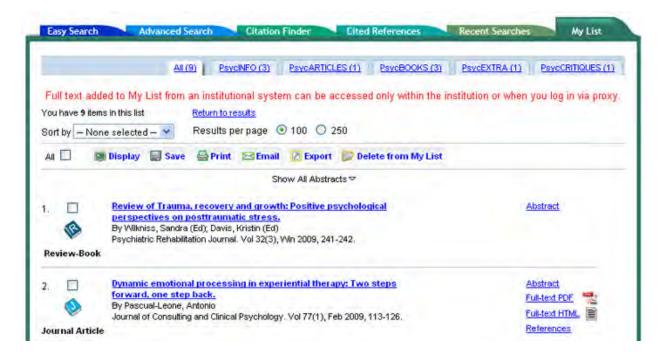
Get Permalink: This will open a box with a permanent link to your search results that you can copy and paste.

**Combine Checked Searches**: Put a check next to your searches and use <u>Boolean Operators</u> to combine them.



# My List

All records that you added to My List throughout searches are permanently saved here. Any time you want to make changes, you can log in to your individual My PsycNET account and then go to the My List tab. Your personalized list will be saved until you decide to remove it. You can always add or subtract items.



### **Browse**



Use the browse function to skim through journal articles, books and book chapters, book and film reviews, and gray literature.

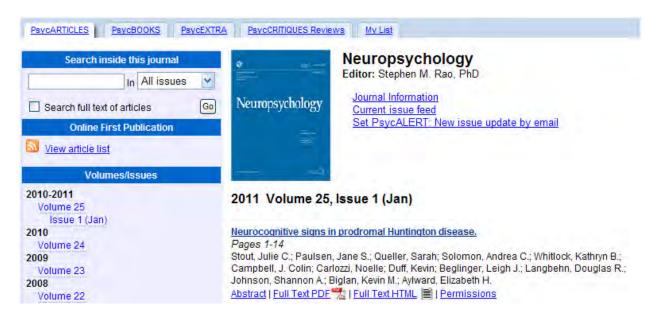
### **Journal Articles**

<u>PsycARTICLES</u> contains full-text articles from journals published by APA, the Canadian Psychological Association, Hogrefe Publishing Group, and the Educational Publishing Foundation.

You have the option to browse by **Title** or by **Topic**.

By Title gives you an alphabetical list of journals available in full-text.

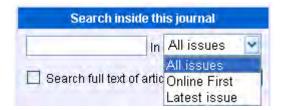
For example, if you are interested in browsing the journal *Neuropsychology* click *N* from the list of the alphabet or type *Neuropsychology* in the **Jump To** box.



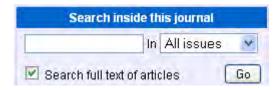
On the Table of Contents page, you can

- choose a publication year
- select a single edition, volume, or issue
- view the table of contents of that single edition
- view the citation and full text of an article, the chapter or the document
- view Online First Publications: Articles available in electronic format prior to the print publication

To search within the journal, type your search into the search box and select from the drop-down menu "All issues," "Online First," or "Latest Issue." ("Online First" will appear in the drop-down only if there are current Online First Publications available.)



You can also check the box to search within the full text of articles.



By Topic gives you a list of seven broad subject areas:

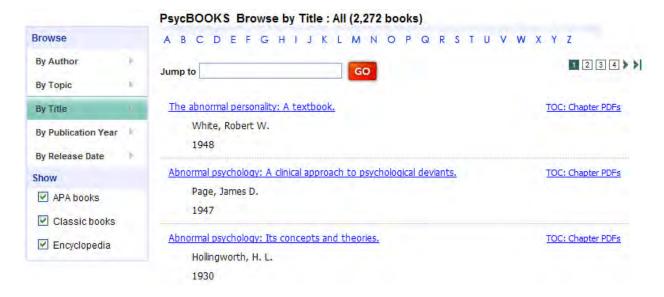
- 1. Biological and Developmental Processes Core
- 2. Clinical
- 3. Cognitive/Learning/Education
- 4. Core
- 5. Human Resources/Industrial/Organizational/Management
- 6. Health
- 7. Social Psychology and Social Processes
- Click on the topic you are interested in for a list of relevant journal titles
- Click on a Journal Title for a list of Volumes/Issues.
- Click on an Issue to view the table of contents
- From here you can view the citation and full-text of any article you are interested in.

The most current issues of APA Journals can also be browsed on the <u>APA Journals app for iPhones, iTouchs, and iPads</u>.

### **Books**

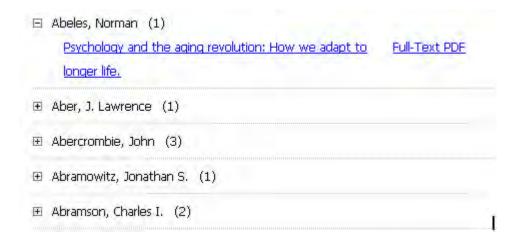
<u>PsycBOOKS</u> contains the full text of books including APA titles, classic books, and the Encyclopedia of Psychology.

You have the option to browse by **author**, **topic**, **title**, **publication year**, **or release date**. You also have the option to only show APA books, Classic Books, or entries from the Encyclopedia of Psychology.



By Author gives you an alphabetical list of authors.

- Click the plus sign next to the author's name to open up a list of titles.
- Click on the "Full-Text PDF" link to view the table of contents.
- Click on the PDF icon next to any book chapter to view a full-text PDF of that chapter.



By Topic gives you a list of 129 broad subject areas:

- Click on a topic for a list of relevant book titles.
- Click on a book title to view its table of contents.
- In the Links box, click on "Book TOC: Chapter PDFs"
- Then click the chapter title to see the full-text of that chapter.

By Title gives you an alphabetical list of all the book titles.

- Browse the title list.
- Click on a book title to view its table of contents.
- In the Links box, click on "Book TOC: Chapter PDFs"
- Then click the chapter title to see the full-text of that chapter.

By Publication Year gives you a list of book titles by year published.

- Click on a year to view books published that year.
- Click on a book title to view its table of contents.
- In the Links box, click on "Book TOC: Chapter PDFs"
- Then click the chapter title to see the full-text of that chapter.

# **Gray Literature**

<u>PsycEXTRA</u> is the premier resource for information and data for cutting-edge research and practice in the behavioral and social sciences. It is also an archive of gray literature that documents the development of psychology. Gray literature is material written for professionals and disseminated outside of peer-reviewed journals. Documents include conference papers and proceedings, policy statements, newsletters, magazines, newspapers, technical and annual reports, government reports, consumer brochures, and more.

In PsycEXTRA, you can browse by **topic**, **year**, **author**, **document type**, or **content owner**.

By Topic gives you a list of 157 broad subject areas.

Click on the topic you are interested in for a list of relevant documents.

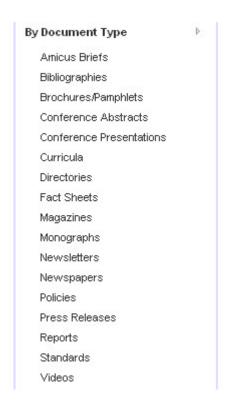
By Year takes you to a list of years.

- Click on the year.
- Browse the list of items published in that year.
- Click on the title to view the full record or the full-text of the document, if full-text is available.

**By Author** gives you a list of items in the PsycEXTRA database arranged alphabetically by author.

- Browse the list of items.
- Click on the title to view the full record, or the full-text of the document, if full-text is available.

By Document Type gives you a list of literature by the type of document it is.



- Click on the document type.
- Browse the list of titles.
- From this list you can choose to view the full record of full-text of the item, if full-text is available.

**By Content Owner** gives you a list of items in the PsycEXTRA database arranged alphabetically by content owner. Content owners are organizations that published the documents included in PsycEXTRA. Examples of content owners are the US Department of Labor, the National Council for Problem Gambling, the RAND Corporation, regional and state psychological associations, APA Divisions, the United Kingdom, the Australian government, Stockholm University, and many more. You can find the <a href="mailto:complete list of content owners">complete list of content owners</a> on the APA website.

For example, to access gray literature published by the Oregon Research Institute, type "Oregon Research Institute" in the **Jump To** box. You will get a list of all the records published by the Oregon Research Institute. You can select any records from the list to view the full record of full-text, if full-text is available.

# PsycEXTRA Browse by Content Owner: Oregon Research Institute (186) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Jump to Oregon Research Institute GO "I Knew It Would Happen": Remembered Probabilities of Once-Future Abstract PDF Things (Report) By Fischhoff, Baruch; Beyth, Ruth [Oregon Research Institute] "Illusory Correlation" and the Learning of Clinical Judgment (Newsletter) By Golding, Stephen L.; Rorer, Leonard G. ORI Research Bulletin; 1971; 11(10) [Oregon Research Institute]

### **Reviews**

<u>PsycCRITIQUES</u> is a full-text database of book and film reviews.

You have the option to browse by latest release, reviewer, release date, review title, title of reviewed item, or author of reviewed item.

By Latest Release gives you the latest reviews added to PsycCRITIQUES.

By Reviewer gives you a list of authors.

**By Release Date** gives you a chronological list of years with the number of reviewed items corresponding to each year.

- Click on the year.
- Browse the list of dates.
- Click on the date of release to see a list of titles.
- Click on the title to view the full-text of the review.

By Review Title gives you an alphabetical list of book and film reviews available.

- Browse the list of review titles.
- Click on the review to view the full-text.

By Title of Reviewed Item gives you an alphabetical list of book and film titles reviewed.

- Browse the list of titles.
- Click on the title to view its full-text.

By Author of Reviewed Item gives you an alphabetical list of authors.

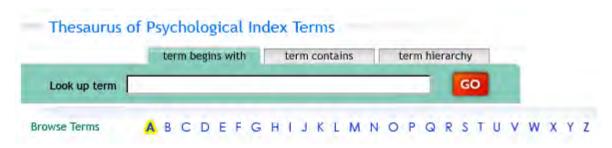
- Select the author(s). You can check more than one author's name.
- Click on the title to view the full-text of the review.

### Term Finder



**Term Finder** allows you to select search terms from the *APA Thesaurus of Psychological Index Terms*. Selecting search terms from the Thesaurus will increase the precision, reliability, and comprehensiveness of subject searches across APA databases. The controlled vocabulary of the Thesaurus provides users a way of structuring the subject matter in a way that is consistent among users. For example, searching for Dysphoria, Melancholia, and Depression can all be achieved by searching the index term "Major Depression."

### **Thesaurus Search Displays**



Select the **Term Begins With** tab to retrieve an alphabetical display of index terms. After entering the word(s) you want into the search box, a list of terms that begin with the word(s) will appear in alphabetical order.

The **Term Contains** tab provides a rotated index display of a list of terms containing the word entered, which is "word in context." This word can occur anywhere within a Thesaurus term. You can only search a single word, not a phrase, in the rotated index. After entering a word into the search box, a rotated list of all Thesaurus terms containing the word, in ascending A-Z order.

Select the **Term Hierarchy** tab to view the term hierarchy and relationships to other terms. Term details include scope and historical note, broad, narrow, related terms, and the year the term was introduced. You may also view the term hierarchy from the alphabetical and rotated index displays by clicking on the "+" located to the left of the term.

### Searching the Thesaurus

**Browsing the Terms A to Z** produces a simple A-Z list of terms with selection boxes beside preferred terms. Non-preferred terms (listed in italics) are displayed but cannot be selected.

### **Selecting Terms to Search**

Select search terms by clicking the box located to the left of the term. Selected terms will populate the **Selected Terms** box.

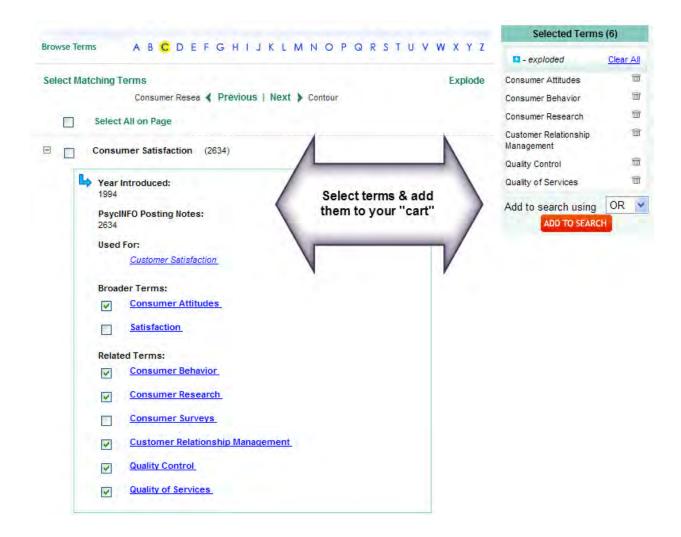
**Explode** allows you to search for an index term and its narrower terms.

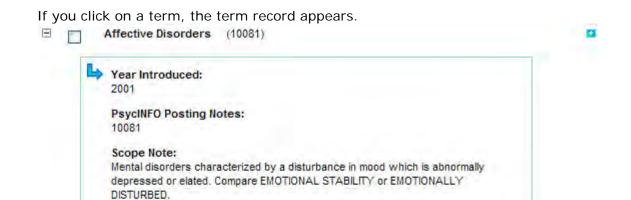
### **Selected Terms Box**

Terms can be combined with **Boolean operators** in this box. Click Add to Search.

The selected terms populate the Advanced Search screen.

Now you can run a search with the **Index Terms** and apply additional search criteria and limits to the search.





Use AFFECTIVE DISTURBANCES to access references from 1967-2000.

Used For:

**Historical Note:** 

Affective Disturbances

Mood Disorders

Broader Term:

Mental Disorders

Narrower Terms:

Bipolar Disorder

Major Depression

Mania

Seasonal Affective Disorder

Related Terms:

Affective Psychosis

Premenstrual Dysphoric Disorder

Schizoaffective Disorder

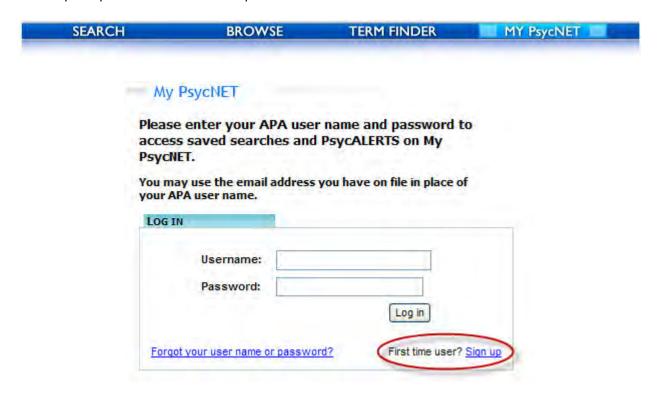
For more information on the Thesaurus:

Thesaurus Home Page:

Introductory Material from the Thesaurus:

# My PsycNET

**My PsycNET** is your personalized page. To get started, create a user id and password. You will be prompted to create a user profile.

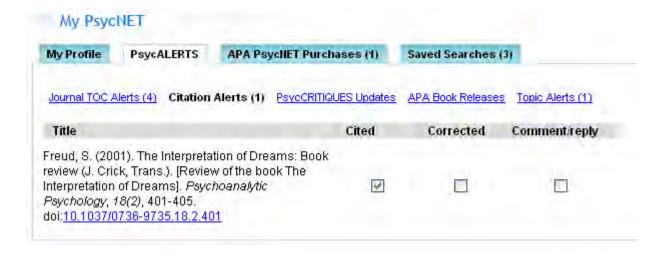


**My PsycNET** allows you to create and edit a user profile, save searches, and set up alerts. It also stores any PsycNET Direct purchases you make; APA PsycNET Direct is the pay-perview platform where users can get transactional access to the databases.

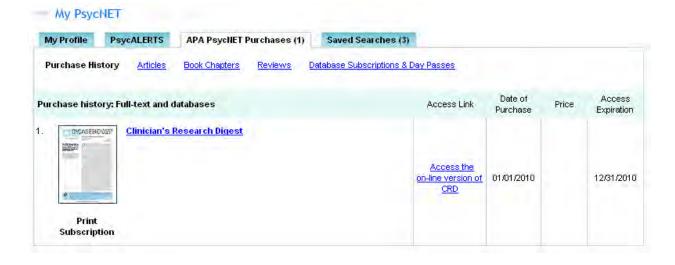
Maintain your profile at the My Profile tab.



• Sign up to receive email alerts on upcoming journals, as well as PsycCRITIQUES at the **PsycALERT** tab. You can opt to receive an email each time a new journal issue is available, or when the latest update to PsycCRITIQUES has been added.



Access any PsycNET Direct purchases you make at the APA PsycNET Purchases tab.
 This tab will include items only if you used PsycNET Direct to purchase a single article or book chapter. You would not be using PsycNET Direct if you have a member package or if your institution has site licenses to the databases.



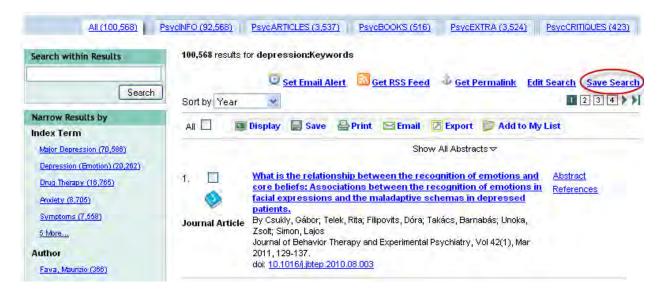
View your saved searches at the Saved Searches tab. My PsycNET will save all the
details of your search strategy so you can reuse it or modify it in the future. From here
you can also manage your search strategy, by setting up an email alert, an RSS Feed, or
a Permalink.



# Save a Search Strategy

Here are the steps to save your search strategy. There are two ways to do it and both are listed below.

1. When you are on the results page, click on the "Save Search" link.



If you are not logged in, you will be asked to login to your My PsycNET account.

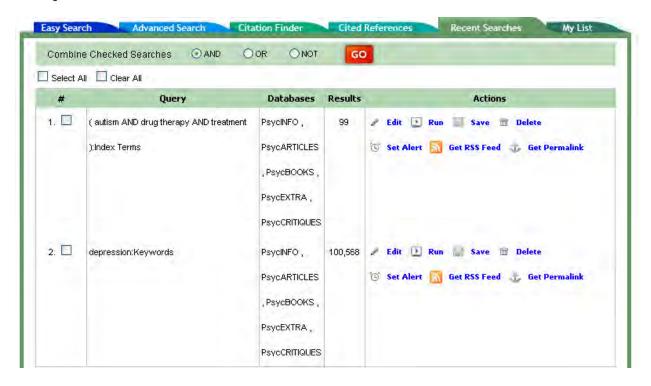
You will then be asked to name your search.



Your search query and database(s) searched are saved and listed in your My PsycNET personalized account. You can go back to them at any time.

# The second option to save a search strategy is this:

After you have run your search, go to the **Recent Searches** module. Recent Searches captures all the searches you conduct in a single session—once you log-off, the search history resets.

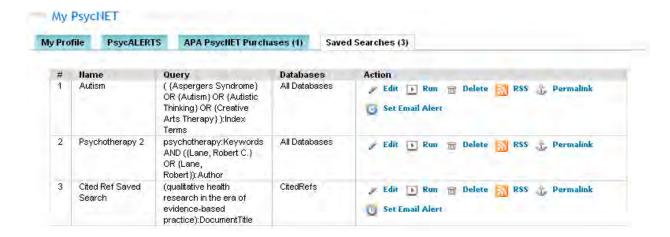


You have the option to save your search to **My PsycNET** by clicking the **Save** button. You will be asked to login to your My PsycNET account. You will then be asked to name your search. Your search query and database(s) searched are saved and listed in your My PsycNET personalized account. You can go back to them at any time.

### **Return to Saved Searches**



Any time you want to return to a saved search, go to your My PsycNET page.



You have the option to perform the following actions:



**Edit your search:** This will bring you back to the search page. You can add or subtract additional search terms and limits.

# Helpful hint

To see only new records, you can check the box "Added to PsycNET" and select only items added in the last 7, 14, or 30 days.

### **▶** Run

Run your search: This will re-run the search.

### m Delete

**Delete your search:** This will remove the item from My PsycNET.

### Set Email Alert

**Set Alert:** This will create an email alert. This will prompt you to sign in to your My PsycNET account. From here you will be able to name your search, add notes to yourself about the search, determine the frequency of the email alert, and determine when the alert will expire. Go back to My PsycNET at any time to edit or delete the alert.

# RSS Feed

Get RSS Feed: This will open a pop-up window that lets you create an RSS Feed.

# Permalink

**Get Permalink:** This will open a box with a permanent link to your search results that you can copy and paste.

# Other Resources



Whenever you see the ADEPT logo you can be assured that the material was developed and vetted by the American Psychological Association. ADEPT produces all of our training presentations, online tutorials, database documentation, search guides, help menus, and podcasts.

### **Podcasts**

The **APA PsycNET Tips** podcast is available on <u>YouTube</u>, <u>iTunes</u>, and the <u>APA PsycNET Tips</u> <u>page</u>.

The APA Databases: PsycCRITIQUES, PsycEXTRA, and PsycBOOKS podcast provides summaries of recent research added to the PsycCRITIQUES, PsycEXTRA, and PsycBOOKS databases. This podcast is available on <u>iTunes</u> and the <u>APA website</u>.

### **Tutorials**

The following tutorials will help you get started with your searching. The <u>complete list of APA PsycNET tutorials</u> can be found on our website. APA grants permission for librarians and educators to link these tutorials to their library web sites, Libguides, course management software, and other resources intended to assist students and researchers in their work.

All tutorials are in Flash, and you need to have the Adobe Flash Player installed in order to view them. Download Adobe Flash Player.

# **APA PsycNET Features**

- <u>Using the Term Finder</u> 3.50 minutes [Closed Captioned]
- <u>Using the Authors Lookup</u> 1.30 minutes [Closed Captioned]
- How do I find peer-reviewed items in PsycINFO? 2.20 minutes [Closed Captioned]
- How to Find DOIs in PsycINFO
   3.04 minutes [Closed Captioned]
- How to Find Literature Reviews
  1.47 minutes [Closed Captioned]
- In Search of Methodology
   1.55 minutes [Closed Captioned]
- <u>In Search of Tests & Measures</u> 2.46 minutes [Closed Captioned]

- <u>Using the Classification Codes</u> 3.39 minutes [Closed Captioned]
- <u>Using the Index Terms and Keywords Effectively</u> 3.40 minutes [Closed Captioned]

# **Search Examples**

- Does working at home increase job satisfaction? 2.37 minutes [Closed Captioned]
- What research have authors affiliated with the RAND Corporation conducted on addiction treatment?
  - 3.05 minutes [Closed Captioned]
- What research on posttraumatic stress disorder was funded by the National Institute of Mental Health in 2007–2008?
  - 3.00 minutes [Closed Captioned]

### **Managing Search Results**

- Setting Up a Personalized Email Alert 2.37 minutes [Closed Captioned]
- <u>Creating Customized RSS Feeds</u> 1.29 minutes [Closed Captioned]
- How to Export Citations to RefWorks and Other Reference Management Software 2.45 minutes [Closed Captioned]

We have additional search guides available <u>here</u>, including a <u>Quick Reference Guide to APA PsycNET</u>.

You can also visit <a href="PsycLIT">PsycLIT</a>, our search help and training center.

# **Online Training Seminars**

We offer online training seminars on an on-going basis. <u>Scheduling and registration information can be found here</u>.

### Social Media

Please visit us on Facebook, Twitter, and YouTube.

# **APA Journals App**

You can also browse the most recent table of contents for APA Journals with the free APA Journals app for iPhone, iTouch, or iPad.

### iPhone/iTouch

To install the APA Journals app for iPhone or iTouch, scan this QR code with your QR code reader:

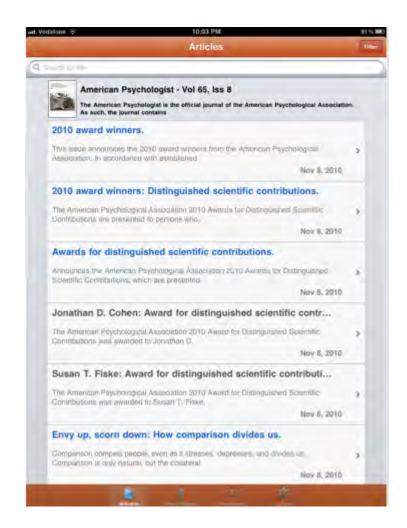


Or <u>use this link</u> to open in the iTunes store on your desktop.

### iPad

To install the APA Journals app for iPad, scan this QR code with your QR code reader:





Or use this link to open in the iTunes store on your desktop.