Table of Contents

I. Accessing a Journal in the Catalogue ................................................................. 2
II. Example Search for Subscriptions in Scholars Portal Journals .................... 4
III. Example for EBSCO Databases .................................................................. 5
IV. Example for Proquest Databases .................................................................. 7
V. Creating Effective Search Strategies ............................................................... 8

(Click on the above topics to be taken to the specific page)
I. Accessing a Journal in the Catalogue

1. Go to the Library Homepage: http://www.library.yorku.ca/

2. In the grey search box, type the title of the journal you would like to search. From the drop-down menu, select Periodical title search, and click the Find button.

3. This will take you to a list of subscription results for your journal:

   ![Search Results](image)

4. Usually your professor will want you to search a journal subscription that covers up to the current year and also covers a span of years over time. Double check that you are searching the subscription that has the best coverage. In this example, I would recommend choosing either Scholars Portal – from 1948 volume: 1 issue: 1 until 2015 volume: 68 issue: 3 OR EBSCOhost Business Source Premier – from 1965:

   ![Subscription Results](image)
HRM 4495 Article Guide

5. Click on the subscription you are interested in using. If you are off-campus, you will be asked to input your Passport York to authenticate that you're a current York Student.

6. Each database subscription is a little bit different. However, in the following three sections I have outlined how to search a specific journal within 3 common database types.
II. Example Search for Subscriptions in Scholars Portal Journals

1. Let’s say you chose the subscription link, Scholars Portal – from 1948 volume: 1 issue: 1 until 2015 volume: 68 issue: 3 for the journal, Personnel psychology. Once you have successfully authenticated, you’ll be taken to a webpage that looks like this:

![Webpage Screenshot]

2. To search within this specific journal, check off the box that says Limit search to this journal. You can then input your keywords to search the journal. Use the + sign to add more search boxes to build an advanced search:

![Advanced Search Screenshot]
3. Your results list will contain articles that were published in *Personnel Psychology* that have the above keywords in their title, author-supplied keywords, and abstract. Unfortunately, Scholars Portal Journal does not highlight where your keywords show up. Click the **PDF download button** to access an article:

III. Example for EBSCO Databases

1. Let’s say you chose the subscription link, **EBSCOhost Business Source Premier – from 1965** for the journal, *Personnel psychology*. This link will take you to a webpage that looks like this.
2. To search within the journal click on the **Search within this publication** link:

3. This will take you to a new webpage. You can then input your keywords to search the journal. Use the **+button** to add more search boxes to build your advanced search:

4. Your results list will contain articles that were published in *Personnel Psychology* that have the above keywords in their titles, subject tags or headings, and summaries or abstracts. For some of the articles you may be able to click on a link and access a PDF. For other articles you may see a **Find it @ York button**. Click on the button and you'll be taken to a new page that will have additional subscription links that you can click on:
IV. Example for Proquest Databases

1. Let's say you chose the subscription link, ProQuest ABI/INFORM Global New Platform – from 1987 until 2010 for the journal, Personnel psychology. This link will take you to a webpage that looks like this:

![ProQuest ABI/INFORM Global New Platform](image)

2. To search within the journal click on the Advanced Search link in the Search within this publication part of the page:

![Advanced Search](image)

3. This will take you to an advanced search box. The pubid code is the unique identifier for the journal you want to search. You can then input your keywords into the search bars and use the +button to add more rows:

![Advanced Search with keywords](image)
4. Your results list will contain articles that were published in *Personnel Psychology* that have the above keywords in their titles, subject tags or headings, and summaries or abstracts. For some of the articles you may be able to click on a link and access a PDF or HTML copy. For other articles you may see a **Find it @ York button**. Click on the button and you’ll be taken to a new page that will have additional subscription links that you can click on:

![Image of article search results]

V. Creating Effective Search Strategies

1. It’s important not to write your research question as a sentence; instead, break it down into key concepts. Look at the example searches above. For more information about developing keywords, check out this resource from SPARK (Student Papers and Academic Research Kit).

2. Use **AND** to combine your **distinct key concepts**. For example, in the above searches I was trying to find results that included the following key concepts:
   a. The concept of teams
   b. The concept of performance (I used the synonym effectiveness as well)
   c. The concept of leader or leadership (In all of the above databases I used leader* - this search strategy is called truncation. This will find any words that begin with the word stem leader)

3. Use **OR** to combine synonyms or related terms.
   a. For the concept of performance I searched (performance OR effectiveness).
   b. Another example of combining synonyms with OR would be:
      i. (workers OR labourers OR employees)