Social Policy & Practice: quick user guide

What is Social Policy & Practice?
The Social Policy & Practice database covers social and public policy, public health, homelessness, housing, crime, law and order, families, children and older people. As well as journal articles it includes information from important grey/unpublished literature sources including organisations’ reports, surveys and statistics.

When should I use Social Policy & Practice?
Use Social Policy & Practice when you want to:
- find journal articles and/or practice evidence on your subject
- find documents and publications (from national and regional government departments, public agencies, local authorities, third-sector organisations, consultancy and professional bodies, academic think tanks and research departments) on your subject, resources that are often ignored in other social science sources.

Accessing Social Policy & Practice
Social Policy & Practice is accessed via the E-resources Guide.
1. To open the E-resources Guide, go to: http://subjectguides.york.ac.uk/e-resources
2. When the E-resources Guide has opened select the S-T tab from the A-Z list at the top of the screen. An alphabetical list of resources is then displayed.
3. Click on Social Policy & Practice (OvidSP). You may be asked to log in with your IT Services username and password. The resource will now open in a new window.
4. A list of databases available to you via the OvidSP service will be displayed. Select Social Policy and Practice and click on Select Resource(s).

Searching Social Policy & Practice
On the Search page the Advanced Search is the default search. If this is not already selected, click on the Advanced Search tab.

Your searches are recorded in the Search History panel. It shows the number of items found with each search.

Click on Limits to restrict your search, e.g. to items with Abstracts.

You can limit the date range within which you are searching.

Enter your search terms in the search box.
Viewing and downloading results
The Results screen contains all the items matching the search criteria for your most recent search.

You can print, email or export your list of references by ticking the boxes to the left of the required references and then clicking on the print/email/export icon. Or, click on All to select and then print/email/export all results.

Combining searches
It’s important to be able to combine previous searches together to produce more complex searches.

This screen shows that the search on teenage pregnancy (limited to the publication year 2000 onwards) [n=2] is combined with the search on poverty or deprivation [n=3], by ticking the boxes next to each search and then clicking on And.

Search tips
And combines search terms so that each search result contains all of the terms. For example, social and work finds results that contain both terms (use double quotes “like this” to search for a phrase).

Or combines search terms so that each search result contains at least one of the terms. For example, crime or deviance finds results that contain either term.

Wildcard (?): use a question mark to replace a single letter anywhere in a word, except the first character. Wildcards are particularly useful for finding variations in spelling, for example behavior finds results that contain either behaviour or behavior.

Truncation (*): use an asterisk to truncate (shorten) a word and find all the words made by adding letters to the end of it. For example, polic* finds results that contain the terms policy or policies or policed etc.

Proximity (adj/n): use adj/n when there is a connection between your search terms and you need to find the terms near each other. For example, social adj2 work finds results that contain the terms within two words of one another such as social care practice work.

For more help with this database, please contact your Academic Liaison Librarian, http://subjectguides.york.ac.uk