

# Social Policy & Practice

## 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 As well as journal articles it includes information from important grey/unpublished literature sources including organisations' reports, surveys and statistics.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** 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

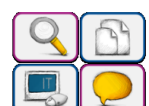
On the **Search** page the Advanced Search is the default search. If this is not already selected, click on the **Advanced Search** tab.

The screenshot shows the search interface with several callouts:

- Search History:** A table showing two searches. Search 1: 'teen\* pregnan\*.mp. [mp=abstract, title, publication type, heading word, accession number]' with 1095 results. Search 2: 'limit 1 to yr="2000 -Current"' with 874 results.
- Advanced Search:** The search type is selected. The search box contains 'teen\* pregnan\*' and the search button is circled.
- Limits:** The 'Limits' section is expanded, showing 'Abstracts' selected and 'Publication Year' set to '2000 - Current'.

Annotations:

- Enter your search terms in the search box.
- 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.



## 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.

The screenshot shows a search results page with the following callouts:

- All**: A callout pointing to the 'All' button in the 'Select Range' dropdown, indicating that clicking it will select all results.
- Print, Email, Export**: A callout pointing to the respective icons in the top right, indicating that these actions can be performed on selected items.
- View Abstract / Complete Reference**: A callout pointing to the 'View Abstract' link and the 'Complete Reference' link in the actions menu for a specific result, explaining that clicking 'View Abstract' shows the abstract, while 'Complete Reference' shows the full record.
- Filter By**: A callout pointing to the 'Filter By' section on the left, explaining that results can be refined in various ways, such as by 'Publication Type'.
- Find It @ York**: A callout pointing to the 'Find It @ York' button in the actions menu, explaining that clicking it checks for access to the full text of a journal article.

## Combining searches

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

The screenshot shows a 'Search History' table with the following data:

#	Searches	Results	Search Type	Actions
1	teen* pregnan*.mp. [mp=abstract, title, publication type, heading word, accession number]	1095	Advanced	Display More >
2	limit 1 to yr="2000 -Current"	874	Advanced	Display More >
3	(poverty or deprivation).mp. [mp=abstract, title, publication type, heading word, accession number]	20395	Advanced	Display More >
4	2 and 3	147	Advanced	Display More >

Below the table, there are buttons for 'Remove Selected', 'Save Selected', and 'Combine selections with: And Or'. The 'And' button is circled, indicating that the two searches were combined using the 'And' operator.

This screen shows that the search on *teenage pregnancy* (limited to the publication year 2000 onwards) [#2] is combined with the search on *poverty or deprivation* [#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 **behavio?r** 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, **poli\*c** finds results that contain the terms policy or policies or policied 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.

